Board Minutes
2020

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12/19

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2020 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages	
1.11 Salary of librarian	$79,560
1.12 Salary of Assistants	$1,188,452
1.13 Wages of Janitor	$96,652
1.2 Employee benefits	
1.21 Employer: FICA	$104,397
1.22 Unemployment Comp	$2,504
1.23 Employer: PERF	$121,729
1.24 Employer: Group Insur.	$161,376
1.31. Other Personal Services	$0
Total Personal Services	$1,754,670

2 SUPPLIES

2.1 Office supplies	
2.11 Official records	$500
2.12 Stationery/printing	$1,000
2.13 Other office supplies	$8,000
2.2 Operating supplies	
2.21 Cleaning/sanitation	$6,500
2.22 Fuel/oil/lubricants	$0
2.23 Other operating supplies	$6,000
2.3 Repair/maintenance supplies	
2.31 Building materials	$2,000
2.32 Painting supplies	$400
2.33 Repair parts	$1,000
2.4 Other supplies	
2.41 Library supplies	$16,200
2.42 Marketing	$100
Total Supplies	$41,700

3 OTHER SERVICES/CHARGES

3.1 Professional services	
3.11 Consulting services	$0
3.12 Engineer/Arch Services	$0
3.13 Legal services	$5,000
3.14 Other profess. services	$6,700
3.145 Databases/Licensing Services	$19,000
3.146 E-Books Services	$31,500
3.147 Apps	$100
3.2 Communication/Transportation	

A 1

3.21	Telephone	$10,500
3.22	Postage	$2,000
3.23	Traveling expenses	$20,000
3.24	Professional mtgs	$11,000
3.25	Freight/Express	$1,800
3.26	Network expenses	$85,320
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	$800
3.32	Printing (not offc. supply)	$0
3.33	Marketing advertising	$3,500
3.4	Insurance	
3.41	Official bonds	$500
3.42	Other insurance	$27,000
3.5	Utility services	
3.51	Gas	$25,000
3.52	Electricity	$110,000
3.53	Water	$4,000
3.54	Waste disposal service	$8,000
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	$116,529
3.62	Equipment	$1,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	$300
3.91	Dues	$2,600
3.92	Interest on loans	$0
3.93	Taxes/Assessments	$400
3.94	Transfer to LIRF	$0
3.95	Book reimbursement	$200
3.96	Petty cash	$120
3.97	Interview/moving expense	$0
3.98	Maintenance contracts	$102,204
	Total Other Services/Charges	$595,073
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	$0
4.4	Furniture/equipment	$41,600
4.5	Other capital outlays	0
4.51	Books	$150,000
4.52	Periodicals,newspapers	$16,600
4.53	Nonprint materials	$63,900
	Total Capital Outlays	$272,100
	FUND TOTAL	$2,663,543

Board Meeting Dates
2020

Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 13

Monday, February 10
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 9

Monday, April 13 ~~(at DeMotte)~~ Virtual due to COVID – 19 public health emergency
~~DeMotte Librarian & Children's Specialist Annual Reports~~

Monday, May 11 Virtual due to COVID – 19 public health emergency

Monday, ~~June 15~~ June 8 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, July 13

Monday, August 10
Webmaster Annual Report

Monday, September 14 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 12

Monday, November 9
Technical Services & Systems Administrator Annual Reports

Monday, December 14

Tuesday, December 29
(Special Year End Meeting-time to be announced)

A3

Revised May 21, 2020

Holiday Schedule 2020

The Libraries will be closed on the following days:

New Year's Day: Wednesday, January 1
Memorial Day: Monday, May 25
Independence Day: Saturday, July 4
Labor Day: Monday, September 7
Thanksgiving: Thursday, November 26
Christmas Eve: Thursday, December 24
Christmas Day: Friday, December 25
New Year's Eve: Thursday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2020.

LIBRARY POLICY REVIEW
SCHEDULE
2020

Review Month	**Policy**	**Policy Manual Page**
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	Holiday Policy	127
	Library Behavior Policy	141
	Circulating Software Policy	165
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
	Proctoring Policy	216
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Fax Machine Policy	125
	Reciprocal Borrowing Policy	159
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Fixed Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
October:	Computer Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
	Interlibrary Loan Policy	210
December:	No policies reviewed	

revised 12/19

LIBRARY POLICY REVIEW SCHEDULE 2021

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Hotspot Policy	214
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
	Digital Access Card Policy	212
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

Library Board Committees
2020

Budget Committee: Janelle Harper, chair; Kristie Housman; Mark Heinig

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Natalie Waling, chair; Mark Heinig; Janet Umlauf

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Kevin Kaluf, chair; Janelle Harper; Julie Davidson

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Julie Davidson, chair; Natalie Waling; Kristie Housman

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

LIBRARY SERVICES

Our patrons are our business. We are committed to giving outstanding patron service. For this reason, we need to be constantly aware of our image as seen through the eyes of our patrons. As a Library Employee, you should be

- Approachable – friendly and eager to be of service
- Adaptable – able to meet the needs of each individual
- Knowledgeable – this will come with time and training

We loan:

Books
Audiobooks
Ebooks
DVDs/BluRays
Hot Spots
Launchpads
Opaque projector (Rensselaer)
Overhead Projectors (DeMotte & Wheatfield)
Playaways/Playaway Views
Magazines/Newspapers
Music CDs
Computer Software
LCD Projector
STEM Kits

We also provide the following:

High-Speed Internet Access (wired/wireless)
Information assistance
Public Fax Self-Service
Interlibrary loan
Adult programs
Copy Machines
Tax forms
Charging Stations for Digital Devices
Display Cases
Research Databases
Portable Microphone
Digital Microfilm Reader/Printer
Genealogy/Local History Collections
Games/Puzzles
Group study rooms
Public meeting rooms
PC's/scanners for in-library use
Lifelong Learning Programs
Programs for children/teens
Art Exhibits
Extended Loans
Walking Books
Self-Checkout
Proctoring
USB Floppy Drive
USB Multi-Card Reader
VHS/DVD Converter
LCD Computer Projector for use in library meeting rooms

Jasper County Public Library 2020 Board Members

	Phone	Term Expires	Appointed By
President: Kevin Kaluf [redacted]	[redacted] [redacted]	June 30, 2024	County Council
Vice-President: Natalie Waling [redacted]	[redacted] [redacted]	December 31, 2021	County Council
Secretary: Kristie Housman [redacted]	[redacted] [redacted]	May 11, 2021	Rensselaer Central School Board
Treasurer: Mark Heinig [redacted]	[redacted] [redacted]	May 9, 2022	Rensselaer Central School Board
Asst. Treasurer: Janelle Harper [redacted]	[redacted] [redacted]	December 31, 2022	County Commissioners
Janet Umlauf [redacted]	[redacted] [redacted]	December 31, 2023	County Commissioners
Julie Davidson [redacted]	[redacted] [redacted]	August 2, 2023	Pres. KV & West Central School Boards

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
[redacted]ONG, Rebecca	Tech Services Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]O, Donna	HR Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
BECKER, Kate	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BEEDLE, Marlene	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
BERGER< Sally	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
BISHOP, Nicole	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BROUSSARD, Sheila	Systems Admin - R	[redacted]	[redacted]	[redacted]	[redacted]
CAVINDER, Rachael	Y.S. Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
DELGER, Kimberly (Kim)	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
DEVRIES, Carolynn	Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
EENIGENBURG, Patty	Assistant- D	[redacted]	[redacted]	[redacted]	[redacted]
ELIZONDO, Samantha	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
FAGENBAUM, Autumn	Page - D, W	[redacted]	[redacted]	[redacted]	[redacted]
GILBERT, Jason	Maintenance - W	[redacted]	[redacted]	[redacted]	[redacted]
GILMORE, Rayann	Business Mgr - R	[redacted]	[redacted]	[redacted]	[redacted]
GRUBE, Carol	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
HACHLICA, Nickole	YS Assitant - W	[redacted]	[redacted]	[redacted]	[redacted]
HAUSENFLECK, Karla	YS Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
HELDAK, Shannon	Librarian - D	[redacted]	[redacted]	[redacted]	[redacted]
HERNANDEZ, Saul	Maintenance - D	[redacted]	[redacted]	[redacted]	[redacted]
HOPKINS, Beth	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
HUNTER, Kimberly	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
JONES, Margaret	Janitor - W	[redacted]	[redacted]	[redacted]	[redacted]
KEOWN, James "Josh"	Janitor - D	[redacted]	[redacted]	[redacted]	[redacted]
KRISTOFF, Deborah	Agency Librarian - D	[redacted]	[redacted]	[redacted]	[redacted]
KUHN, Rachel	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
LAKIN, Kaitlyn	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
LAMBERT, Catherine "Kate"	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
LAMBERT, Jean	Janitor/TS LA - D, R	[redacted]	[redacted]	[redacted]	[redacted]
[redacted], Cayci	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]INO, Kari	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
LYONS, Diane	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
McDANIEL, Kayla	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
MICHELIN, Peggy	T.S. Specialist -R	[redacted]	[redacted]	[redacted]	[redacted]
MOLENAAR, Mary	TS Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
ODLE, Cheyann	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
PACK, Staci	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
PANTOJA, Marta	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
PARRISH, Evelyn	Agency Librarian - W	[redacted]	[redacted]	[redacted]	[redacted]
PFAU, Cynthia	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
PHILLIPS, Nancy	Y.S Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
POORTENGA, Linda	HQ Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
RYAN, Thomas	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SALYER, Beth	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Alicia	Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Christina	Janitor/Courier - W, R	[redacted]	[redacted]	[redacted]	[redacted]
SAUCEDO, Juanita	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
SMITH, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
SPEACHT, Nanette	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
STEINBERG, Lyriel	Page - W	[redacted]	[redacted]	[redacted]	[redacted]
STRINGFELLOW, Patty	Director - R	[redacted]	[redacted]	[redacted]	[redacted]
THOMPSON, Linda	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
TRAINOR, Neile	Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
VAN BLAIRCOM, Daniel	Maintenance - R	[redacted]	[redacted]	[redacted]	[redacted]
WIDNER, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
WILMA, Janice	Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
WYNKOOP, Dorene	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]

Revised 12/16/2019

Jasper County Public Library Board and Administration Monthly Tasks

Every Month

- Library receives Certified Shares (LIT)
- Business Manager completes SBA-required uploads to the Gateway by the 25th day of the month – bank reconcilements; approved board minutes; funds ledger (summarizing total receipts, disbursements, and balances by Fund) **This new requirement began mid-year 2018 and SBA requested that we go back and upload Jan-June 2018 files, too. We honored that request.

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.

2. New officers take office.

3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating

4. Annual salary ordinance is approved.

5. Library board and staff will complete Code of Ethics Disclosure Form annually.

6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).

7. Annual statistic report due to Indiana State Library by March 1.

8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. (Bid out in 2022.)

9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Business Manager completes SBA-required annual uploads to the Gateway no later than March 1 – year-end bank statement; year-end outstanding check list; year-end investment statements; detail of receipts for the year; detail of disbursements for the year; current year salary ordinance; annual employee earnings record; annual vendor history report.

2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

5. Names and addresses of employees sent to County Treasurer upon email request.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years. (Designation should occur in 2022.)
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Property tax distribution of May 10 collection by June 30.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.

2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.

3. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2020 pay 2021 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2021 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.

2. DLGF will establish the last day for first and second publications of proposed 2021 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.

3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.

2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.

3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.

4. Board Nominating Committee prepares slate of officers for following year.

5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway no later than two days after adoption.
Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.

2. Nominating Committee presents slate of officers at board meeting.

2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!

3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

5. Internal Control Standards & System Reviewed/Revised/Adopted by Board

December

1. Election of officers.

2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!

3. Library receives last installment of property, CVET, excise & financial institution tax revenues.

4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.

5. Provide board with board meeting schedule for following year.

6. Create Board Policy Review Schedule for following 2 years.

7. By December 1 names and addresses of employees sent to County Treasurer.

8. Director distributes list of ensuing years' holidays.

9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/19

Bylaws of the Board of Trustees
# of the
Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments** . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee**: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance**. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; revised 9/19; reviewed 9/20

J
A
N.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 13, 2020, 6pm
Rensselaer Public Library

Board of Finance Meeting	**Purpose**
Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2020 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 20)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2020 (R 7 & R 7a)
Policy Review (R 10, R 20)

General Business

Oath of Office – Treasurer (R 21)	Action
Oath of Office – Assistant Treasurer (R 21)	Action
DeMotte Library Parking Lot Project – Report on Survey (R 21)	Information
Conflict of Interest (R 18; R 21)	Information
Committee Assignments (R 21)	Information

Director's Report (R 20-R 23)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

December 9, 2019
Rensselaer Library

Present: Janelle Harper, Natalie Waling, Kevin Kaluf, Janet Umlauf, Kristie Housman, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Mark Heinig

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, request to send Shannon Heldak and Janice Wilma to Teen Think Tank in Bluffton, Ohio on February 28, 2020, and request for Linda Poortenga and Becky Amalong to participate in online conference, Work Smarter, Not Harder: Innovating Technical Services on February 13, 2020 were approved as presented on a motion by N. Waling and seconded by J. Davidson. Motion passed.

DeMotte Parking Lot Project Update: Architect, Harry Mohler, sent a survey RFP to four companies: Vester Associates, RW Gross Surveying, TBird Design, and Tiemens-Nagai Surveying. RW Gross and TBird did not submit a proposal. Vester quoted $13,850 with actual costs to be hourly based on an attached rate schedule. Tiemens-Nagai bid a lump sum fee of $4,000. Harry met with Tiemens on November 27 to discuss the scope of the work and has a good impression. Tiemens is familiar with the area and has done survey work for the school property next door to DeMotte Library. Harry believes that if we proceed before winter really hits, the work should be done by January. Tiemens also suggested that the Library proceed with updated title work to find any easements on the properties, so they can be shown on the survey. Harry agrees. Tiemens speculated that the title work would be around $400. Attorney, Ed Dumas, has been apprised of all of this information and agrees that Tiemens looks fine. Ed remarked that he has had considerable experience with title companies here in Jasper County, and he recommends either Jasper County Abstract or Land Title. P. Stringfellow has signed the proposal and returned it to Tiemens and permission has also been given to do the title work.

Staff Development Day 2020: We wish to have our Staff Development Day in the spring of 2020 rather than the fall. We are seeking permission to be closed Friday, May 8, so that all staff may attend. Our topic will be Digital Literacies as we seek to improve staff knowledge and comfort when dealing with technology. MCLS will partner with us to develop a learning plan. K. Housman move to close the libraries on May 8, 2020 for Staff Development Day, seconded by K. Kaluf. Motion passed.

2020 Salary Increase: P. Stringfellow explained that the 2020 Budget was written to support up to a 3% salary increase. N. Waling motioned to approve a 3% salary increase for staff in 2020, seconded by J. Davidson. Motion passed.

Director Salary 2020: As per Board and Administration Monthly Tasks, Director's salary for 2020 is determined in open session. K. Kaluf moved that the Director's salary be increased by 3% as approved for staff. J. Harper seconded the motion. Motion passed.

Election of Officers: J. Davidson made a motion to elect the slate of officers as presented: President- K. Kaluf, Vice-President- N. Waling, Secretary- K. Housman, Treasurer- M. Heinig, Assistant Treasurer- J. Harper. N. Waling seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Thursday, December 26, 2019 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. M. Heinig, J. Umlauf, N. Waling, J. Davidson, and K. Kaluf are able to attend.

Oath of Office – Janet Umlauf: J. Umlauf took her oath of office. She has been reappointed to our Board by the County Commissioners.

Director's Report: P. Stringfellow checked on the status of our audit. It is still in review. We have received official word from DLGF that our 2020 Budget has been approved. After the board approved continuing with our current health insurance at the November board meeting, we received word that the underwriters had given us some rate relief on our renewal, bringing the increase to 9.4% instead of the original 11.9% increase. In December of each year we determine an amount to transfer from line 3.94 of our Operating Fund to our Library Improvement Reserve Fund (LIRF). We are not recommending that any money be transferred. Retaining this money in our Operating Fund will contribute to an even healthier operating balance at year beginning. Additionally we have a healthy balance in our Rainy Day Fund. We are an official partner for the 2020 Census doing our part to ensure a complete and accurate 2020 Census. Some staff has participated in webinars about the Census and our libraries have been used to recruit and train enumerators. We will also promote the Census on social media and post information on our community bulletin boards.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:17 PM.

Kristie Housman

Kristie Housman, Secretary

Janet Umlauf

Attest: J. Umlauf, President

Minutes……………………………………………………December 26, 2019
Meeting of the Jasper County Public Library Board 8:30 AM
Rensselaer Library

Present: Kevin Kaluf, Mark Heinig, Janet Umlauf, Natalie Waling, Julie Davidson, Patty Stringfellow

On a motion by N. Waling, seconded by J. Davidson, the Board unanimously approved year-end bills.

On a motion by M. Heinig, seconded by K. Kaluf the Board unanimously approved transfers in the Operating Fund and the Rainy Day Fund.

With no further business, the meeting adjourned at 8:34 AM.

Janet Umlauf

Attest: Janet Umlauf

Mark Heinig, Secretary Pro Tem

CIRCULATION BY HOLDINGS CODE
December 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	10	0	0	10
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	16	4	2	22
Blu-Ray (DBR)	227	10	5	242
Books on CD (DBKCD)	40	6	5	51
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	61	2	2	65
Digital Audiobooks (DDA)	30	0	1	31
DVD (DDVD)	1643	80	71	1794
Equipment (DEQP)	10	1	0	11
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	384	17	17	418
Fiction Fantasy (DFICF)	4	0	0	4
Fiction Inspirational (DFICI)	11	0	2	13
Fiction Mystery (DFICM)	59	4	1	64
Fiction New (DFICNEW)	433	10	22	465
Fiction Science Fiction (DFICSF)	10	0	0	10
Fiction Western (DFICW)	2	0	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	49	8	2	59
Hanging Bags (DHANG)	14	0	1	15
Hotspots (DWIFI)	5	31	6	42
ILL (DILL)	21	2	0	23
Internet (DINTER)	354	0	0	354
Juv. Audio book (DJAUDB)	22	0	2	24
Juv. Biography (DJBIO)	9	0	1	10
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	18	0	0	18
Juv. Digital Device (DJDDP)	12	0	0	12
Juvenile Easy (DJE)	526	9	20	555
Juv. Easy Non-fiction (DJENF)	32	0	3	35
Juv. Easy Reader (DJER)	239	0	4	243
Juv. Easy Reader NF (DJERN)	4	0	0	4
Juv. Fiction (DJFIC)	490	15	15	520
Juv. Graphic Novel (DJGN)	33	0	2	35
Juv. Holiday books (DJHOL)	189	3	24	216
Juv. Magazine (DJMAG)	16	0	3	19
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	131	15	2	148

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	101	0	4	105
Large Print Fiction (DLPF)	115	15	14	144
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	67	12	10	89
Large Print Nonfic (DLPNF)	1	0	0	1
Large Print Western (DLPW)	2	0	0	2
Magazine (DMAG)	368	0	7	375
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	0	1	0	1
Nonfiction 100 (DNF100)	6	0	0	6
Nonfiction 200 (DNF200)	7	1	0	8
Nonfiction 300 (DNF300)	21	6	2	29
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	6	2	0	8
Nonfiction 600 (DNF600)	79	11	2	92
Nonfiction 700 (DNF700)	33	2	0	35
Nonfiction 800 (DNF800)	25	0	0	25
Nonfiction 900 (DNF900)	28	5	0	33
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	49	0	0	49
Nonfiction (DNFIC)	6	1	0	7
Nonfiction New (DNFNEW)	153	17	6	176
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	83	0	85
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	11	0	1	12
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	2	0	2
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	57	2	4	63
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	4	1	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	0	0	0	0
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	15	2	19
Blu-Ray (RBR)	25	508	6	539
Books on CD (RBKCD)	0	71	4	75
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	11	82	1	94
Digital Audiobooks (RDA)	4	7	0	11
DVD (RDVD)	72	2049	96	2217
Equipment (REQP)	0	4	4	8
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	26	422	7	455
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	286	10	316
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	14	67	6	87
Hanging Bag (RHANG)	0	1	0	1
Hotspots (RWIFI)	2	33	3	38
ILL (RILL)	0	24	0	24
Internet (RINTER)	0	491	0	491
Juv. Audio book (RJAUDB)	1	12	1	14
Juv. Biography (RJBIO)	4	11	1	16
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	17	1	19
Juv. Digital Device (RJDDP)	0	10	0	10
Juvenile Easy (RJE)	22	311	30	363
Juv. Easy Non-fiction (RJENF)	0	26	2	28
Juv. Easy Reader (RJER)	21	248	0	269
Juv. Easy Reader NF (RJERN)	1	0	0	1
Juv. Fiction (RJFIC)	16	350	6	372
Juv. Graphic Novel (RJGN)	2	12	0	14
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	11	146	4	161
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	50	3	55
Large Print Fiction (RLPF)	3	127	0	130
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	111	0	112
Large Print Nonfic (RLPNF)	0	7	0	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	108	0	108
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	0	7
Non-Fiction 100 (RNF100)	4	7	2	13
Non-Fiction 200 (RNF200)	6	10	1	17
Non-Fiction 300 (RNF300)	1	34	6	41
Non-Fiction 400 (RNF400)	0	2	0	2

Non-Fiction 500 (RNF500)	2	7	2	11
Non-Fiction 600 (RNF600)	14	102	11	127
Non-Fiction 700 (RNF700)	4	50	1	55
Non-Fiction 800 (RNF800)	3	4	0	7
Non-Fiction 900 (RNF900)	3	15	3	21
Nonfiction Blu-Ray (RNFBR)	1	5	0	6
Nonfiction DVD (RNFDVD)	1	89	0	90
Nonfiction (RNFIC)	0	1	0	1
Nonfiction New (RNFNEW)	26	136	19	181
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	4	0	4
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	37	2	5	44
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	2	26	28
STEAM Kits (RSTEAM)	2	2	1	5
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	37	9	47
YA Music CD (RYACD)	3	9	0	12
YA Nonfiction (RYANF)	0	3	1	4
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	5	11	18
Blu-Ray (WBR)	20	2	337	359
Books on CD (WBKCD)	0	8	64	72
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	5	3	48	56
Digital Audiobooks (WDA)	0	0	18	18
DVD (WDVD)	73	53	1351	1477
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	17	157	197
Fiction Fantasy (WFICF)	0	0	1	1
Fiction Inspirational (WFICI)	22	5	30	57
Fiction Mystery (WFICM)	2	2	52	56
Fiction New (WFICNEW)	25	25	147	197
Fiction Science Fiction (WFICSF)	1	0	1	2
Fiction Western (WFICW)	0	0	10	10
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	12	8	43	63
Hanging Bags (WHANG)	0	0	5	5
Hotspots (WWIFI)	0	31	5	36
ILL (WILL)	6	0	9	15
Internet (WINTER)	0	0	224	224
Juv. Audio book (WJAUDB)	0	0	18	18
Juv. Biography (WJBIO)	0	0	3	3
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	12	13
Juv. Digital Device (WJDDP)	0	0	4	4
Juvenile Easy (WJE)	59	2	368	429
Juv. Easy Non-fiction (WJENF)	0	0	22	22
Juv. Easy Reader (WJER)	3	0	152	155
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	46	13	116	175
Juv. Graphic Novel (WJGN)	3	1	5	9
Juv. Magazine (WJMAG)	0	0	5	5
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	24	21	67	112
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	0	143	148
Large Print Fiction (WLPF)	4	6	52	62
Large Print Inspirational (WLPI)	0	0	0	0
Large Print Mystery (WLPM)	0	1	7	8
Large Print New (WLPN)	6	2	78	86
Large Print Nonfic (WLPNF)	0	0	8	8
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	8	0	96	104
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	2	0	3
Non-Fiction 200 (WNF200)	1	2	10	13
Non-Fiction 300 (WNF300)	4	3	7	14
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	8	15	43	66
Non-Fiction 700 (WNF700)	1	1	6	8
Non-Fiction 800 (WNF800)	3	0	8	11
Non-Fiction 900 (WNF900)	1	8	20	29
Nonfiction Blu-Ray (WNFBR)	0	0	3	3
Nonfiction DVD (WNFDVD)	2	3	67	72
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	10	5	43	58
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	2	2
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	2	2
Vertical file (WVF)	1	0	2	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	6	92	105
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	2	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7017	6776	4528	18321

CIRCULATION BY HOLDINGS CODE
December 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	10	0	0	10
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	20	24	15	59
Blu-Ray (BR)	275	525	351	1151
Books on CD (BKCD)	40	85	73	198
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	77	87	51	215
Digital Audiobooks (DA)	34	7	19	60
DVD (DVD)	1788	2182	1518	5488
Equipment (EQP)	10	5	6	21
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	433	456	181	1070
Fiction Fantasy (FICF)	4	0	1	5
Fiction Inspirational (FICI)	33	5	32	70
Fiction Mystery (FICM)	61	6	53	120
Fiction New (FICNEW)	478	321	179	978
Fiction Science Fiction (FICSF)	11	0	1	12
Fiction Western (FICW)	2	0	10	12
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	75	83	51	209
Hanging Bags (HANG)	14	1	6	21
Hotspots (WIFI)	7	95	14	116

ILL (ILL)	27	26	9	62
Internet (INTR)	354	491	224	1069
Juv. Audio book (JAUDB)	23	12	21	56
Juv. Biography (JBIO)	13	11	5	29
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	18	13	50
Juv. Digital Device (JDDP)	12	10	4	26
Juvenile Easy (JE)	607	322	418	1347
Juv. Easy Non-Fiction (JENF)	32	**26**	27	85
Juv. Easy Reader (JER)	263	248	156	667
Juv. Easy Reader NF (JERN)	5	0	0	5
Juv. Fiction (JFIC)	552	378	137	1067
Juv. Graphic Novel (JGN)	38	13	6	57
Juv. Holiday (JHOL)	189	3	24	216
Juv. Magazine (JMAG)	16	0	8	24
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	166	182	73	421
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	108	50	150	308
Large Print Fiction (LPF)	122	148	66	336
Large Print Inspirational (LPI)	0	0	0	0
Large Print Mystery (LPM)	0	1	7	8
Large Print New (LPN)	74	125	88	287
Large Print Nonfic (LPNF)	1	7	8	16
Large Print Western (LPW)	2	0	1	3
Magazine (MAG)	376	108	103	587
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	0	8	0	8
Non-Fiction 100 (NF100)	11	9	2	22
Non-Fiction 200 (NF200)	14	13	11	38
Non-Fiction 300 (NF300)	26	43	15	84
Non-Fiction 400 (NF400)	0	2	1	3
Non-Fiction 500 (NF500)	8	9	7	24
Non-Fiction 600 (NF600)	101	128	56	285
Non-Fiction 700 (NF700)	38	53	7	98
Non-Fiction 800 (NF800)	31	4	8	43
Non-Fiction 900 (NF900)	32	28	23	83
Non-Fiction Blu-Ray (NFBR)	3	5	3	11
Non-Fiction DVD (NFDVD)	52	92	67	211
Nonfiction (NFIC)	6	2	0	8
Nonfiction New (NFNEW)	189	158	68	415
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	1	0	4
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	4	2	6
Reference (REF)	21	27	13	61
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	0	0	2
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	37	2	5	44
SRCS (From other libraries III-SRC	2	83	0	85
SRCS (SRCSW) Wheatfield	0	2	26	28
STEAM Kits (STEAM)	13	2	4	19
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	3	5	8
YA Biography (YAB)	0	1	0	1
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	65	45	105	215
YA Music CD (YACD)	3	9	0	12
YA Nonfiction (YANF)	9	8	4	21
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	0	2	0	2
				0
Free reads	155	91	60	306
Games/Puzzles	87	43	1	131
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7280	6942	4607	18829

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1375	1155	679	3209
Nonfiction	530	546	243	1319
CHILDREN'S BOOKS				
Fiction	1583	1011	867	3461
Nonfiction	400	222	129	751
YA BOOKS				
Fiction	140	128	156	424
Nonfiction	9	9	4	22
Juv. Digital Devices Pre-loaded	12	10	4	26
Magazines, Adult	376	108	103	587
Magazines, Children	16	0	8	24
Sound Recordings, adult	151	182	153	486
Sound Recordings, ch	59	40	40	139
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	39	87	31	157
STEAM Kits	13	2	4	19
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2118	2808	1941	6867
Equipment	17	100	20	137
Total	6839	6408	4382	17629
A-V Circulation	2329	3030	2134	7493
A-V Circulation as % of total	34.1%	47.3%	48.7%	42.5%

CIRCULATION STATISTICS

December 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	93	37	**1,375**	56	20	**1,155**	74	0	**679**	**3,209**
Nonfiction	69	61	**530**	47	6	**546**	52	0	**243**	**1,319**
CHILDREN'S BKS										
Fiction	63	220	**1,583**	41	13	**1,011**	32	0	**867**	**3,461**
Nonfiction	15	2	**400**	12	0	**222**	4	22	**129**	**751**
YA BOOKS										
Fiction	13	51	**140**	11	0	**128**	26	0	**156**	**424**
Nonfiction	1	0	**9**	0	0	**9**	0	0	**4**	**22**
J Digital Devices	0	0	**12**	0	0	**10**	0	0	**4**	**26**
Magazines,Adult	0	0	**376**	0	0	**108**	0	0	**103**	**587**
Magazines, Child	0	0	**16**	0	0	**0**	0	0	**8**	**24**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	9	8	**151**	5	0	**182**	17	1	**153**	**486**
Sound Rec/Child	1	0	**59**	1	0	**40**	0	0	**40**	**139**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**39**	0	0	**87**	0	0	**31**	**157**
STEAM Kits	0	0	**13**	0	0	**2**	0	0	**4**	**19**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	44	0	**2,118**	106	15	**2,808**	65	5	**1,941**	**6,867**
Equipment	0	0	**17**	0	0	**100**	0	0	**20**	**137**
TOTAL	308	379	**6,839**	279	54	**6,408**	270	28	**4,382**	**17,629**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,460	77,776	61,905
Circulation Increase/Decrease	**7.1%**	**-5.4%**	**0.4%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	17,523	17,629	0.6%
Jan. to date circulation	257,275	244,895	-4.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,726	23,782	15,921	15,957	17,057	17,131	**Fiction**
19,967	19,975	19,713	19,754	8,277	8,329	**Nonfiction**
						CHILDREN'S BKS
16,150	15,993	14,116	14,144	13,565	13,597	**Fiction**
9,215	9,228	6,670	6,682	6,681	6,663	**Nonfiction**
						YA BOOKS
2,418	2,380	3,281	3,292	3,384	3,410	**Fiction**
624	625	405	405	153	153	**Nonfiction**
				4	4	**J Digital Devices**
				-3	-3	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,143	4,144	623	628	4,800	4,816	**Sound Rec/Adult**
675	676	4,490	4,491	890	890	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	15	-21	-21	**Software**
		0	0	0	0	**SRCS**
		6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,307	7,351	11,524	11,615	6,754	6,814	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,531	84,460	77,551	77,776	61,663	61,905	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
December 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	227	49	243	53	279	60	749	162
LOCAL HISTORY								
In person	4	1	5	1	0	0	9	3
Letters written	3	3	13	13	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	354	15	491	20	224	9	1069	45
Internet use-Wireless	1333		1705		713		3751	
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	2	0	0	0	9	1
Public FAX24	41		27		43		111	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	14	5	16	5	4	1	34	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	48		12		1		61	
Outreach activities	29	29	5	3	0	0	34	23
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	30	10	69	23	27	9	126	42
Study room use	56	5	45	4	27	2	128	11
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	8	0	0	0	0	0	8	0
Pull Requests	0	0	0	0	1	1	1	6
E-books downloaded							2429	
IN-HOUSE USE ITEMS	816		262		130		1208	
SELF-CHECKOUT USE	0		226		50		276	
INTERLIBRARY LOANS								
Requests made for:							58	15
Items rec'd for:							61	31
Items requested by other librari							109	
Items supplied to other libraries							86	43

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7505	11251	4673	23429
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	280	461	127	868
Number of New Patrons Added	19	30	13	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	0	0	3	18	5	30

Children's Programs (0-13)	11	66	9	54	10	60	30	180
Number attending	203		78		358		639	
YA Programs (14-17)	1	6	2	12	1	6	4	24
Number attending	28		15		30		73	
Adult Programs	3	18	5	30	0	0	8	48
Number attending	123		95		106		324	
Senior Citizen Programs	6	36	4	24	4	24	14	84
Number attending	52		37		39		128	
Total Number of Programs	**23**	138	**20**	120	**18**	108	**61**	366
Total Persons Attending	**406**		**225**		**533**		**1164**	
Total Attending Same Month Last Yr.	304		192		307		803	
Total Staff Hours Spent		255		243		191	690	773
Total Number of In-House Progra	**14**		**18**		**12**		**44**	
Total Attendance	**255**		**187**		**353**		**795**	
Total Number of Outreach Progra	**9**		**2**		**6**		**17**	
Total Attendance	**151**		**38**		**180**		**369**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4098	59.3%	4288	66.8%	2861	65.5%	11247	63.6%
Corporate	8	0.1%	0	0.0%	0	0.0%	8	0.0%
Juvenile 0-11	23	0.3%	80	1.2%	50	1.1%	153	0.9%
Juvenile-AV	693	10.0%	477	7.4%	596	13.7%	1766	10.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	102	1.5%	228	3.6%	94	2.2%	424	2.4%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	11	0.2%	103	1.6%	18	0.4%	132	0.7%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	34	0.5%	0	0.0%	34	0.2%
School AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	88	1.4%	0	0.0%	88	0.5%
Staff	1740	25.2%	883	13.8%	629	14.4%	3252	18.4%
Walking books	53	0.8%	91	1.4%	25	0.6%	169	1.0%
YA 12-17	14	0.2%	18	0.3%	0	0.0%	32	2.2%
YA-AV	163	2.4%	126	2.0%	92	2.1%	381	2.2%
Total	6905		6419		4365		17689	
All items borrowed by nonresidents	113	1.6%	368	5.7%	112	2.6%	593	3.4%

2020 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian 3 - R	1/1	40	$26.22	$54,537.60
Barko, Donna	HR Spec 3 - R	1/1	35	$19.11	$34,780.20
Becker, Kathryn	Clerk - D	1/1	14	$10.47	$7,622.16
Beedle, Marlene	Spec 1 - D	1/1, 10/1	32	$22.33/$23.00	$37,435.84
Berger, Sally	Clerk - R	1/1,3/16,6/16,12/16	12	$10.12/$10.22/$10.32/$10.42	$6,400.08
Bishop, Nicole	Clerk-D	1/1	19	$11.17	$11,035.96
Broussard, Sheila	Sys Adm - R	1/1	40	$34.95	$72,696.00
Cavinder, Rachael	YS Spec 3 - W	1/1	35	$22.54	$41,022.80
Delger, Kim	Spec 1 - D	1/1	40	$16.72	$34,777.60
DeVries, Carolynn	Spec 1 - W	1/1	32	$15.34	$25,525.76
Eenigenburg, Patricia	Asst 2-D	1/1	32	$13.73	$22,846.72
Fagenbaum, Autumn	Page- D, W	1/1	19	$8.45	$8,348.60
Gilbert, Jason	Maintenance- W	1/1	12	$15.37	$9,590.88
Gilmore, Rayann	Bus. Mgr - R	1/1	40	$23.53	$48,942.40
Grube, Carol	Clerk- W	1/1	14	$10.90	$7,935.20
Hachlica, Nickole	Asst 2 - W	1/1	32	$13.73	$22,846.72
Hausenfleck, Karla	Asst 2 - D	1/1	35	$14.85	$27,027.00
Heldak, Shannon	Lib 2- D	1/1	35	$18.54	$33,742.80
Hernandez, Saul	Maintenance- D	1/1	12	$14.49	$9,041.76
Hopkins, Beth	Clerk - R	1/1, 2/1, 8/1	17.5	$10.22/$10.32/$10.42	$9,419.20
Hunter, Kimberly	Asst 2- R	1/1	40	$14.21	$29,556.80
Jones, Margaret	Janitor - W	1/1	10	$14.77	$7,680.40
Keown, James	Janitor - D	1/1	10	$12.60	$6,552.00
Kristoff, Deborah	Lib 3- D	1/1	40	$21.85	$45,448.00
Kuhn, Rachel	Spec 1- R	1/1	40	$15.24	$31,699.20
Lakin, Kaitlyn	Page - R	1/1,1/16,4/16,10/16	10	$7.25/$7.35/$7.45/$7.55	$3,868.00
Lambert, Catherine	Clerk- W	1/1	14	$10.42	$7,585.76
Lambert, Jean	Asst 1- R	1/1	20	$13.54	$14,081.60
Lambert, Jean	Janitor - D	1/1	20	$15.23	$15,839.20
Lane, Cayci	Page - R	1/1, 7/1	10	$7.45/$7.55	$3,900.00
Lentino, Kari	Asst 2 - R	1/1, 4/1	40	$12.69/$13.07	$26,988.00
Lyons, Diane	Clerk- R	1/1	29	$11.33	$17,085.64
McDaniel, Kayla	Clerk- D	1/1	19	$10.58	$10,453.04
Michelin, Margaret	Spec 3 - R	1/1	40	$24.02	$49,961.60
Molenaar, Mary	Spec. 1 - R	1/1	40	$17.43	$36,254.40
Odle, Cheyann	Clerk - W	1/1	14	$10.47	$7,622.16
Pack, Staci	Page - R	1/1, 2/16, 8/16	10	$7.35/$7.45/$7.55	$3,886.00
Pantoja, Marta	Janitor - R	1/1, 5/16	15	$11.94/$12.30	$9,486.00
Parrish, Evelyn	Lib 3 - W	1/1	40	$22.18	$46,134.40
Pfau, Cynthia	Page - D	1/1, 3/1, 9/1	10	$7.35/$7.45/$7.55	$3,882.00
Phillips, Nancy	Asst 2 - R	1/1	35	$16.15	$29,393.00
Poortenga, Linda	Lib 3 - R	1/1	40	$29.45	$61,256.00
Ryan, Thomas	Clerk - R	1/1, 4/16	17.5	$10.32/$10.42	$9,454.20
Salyer, Beth	Clerk-R	1/1	12	$15.98	$9,971.52
Sanders, Alicia	Asst 2 - D	1/1	12	$13.07	$8,155.68
Sanders, Christina	Janitor-W	1/1	16	$14.40	$11,980.80
Sanders, Christina	Courier	1/1	10	$14.40	$7,488.00
Saucedo, Juanita	Janitor - R	1/1, 3/1	15	$11.94/$12.30	$9,545.40
Smith, Melissa	Spec 1 - R	1/1	40	$15.34	$31,907.20
Speacht, Nanette	Asst 2 - W	1/1	32	$17.55	$29,203.20
Steinberg, Lyriel	Page - W	1/1	9	$7.55	$3,533.40
Stringfellow, Patricia	Director - R	1/1	40	$38.25	$79,560.00
Thompson, Linda	Asst 2 - W	1/1	32	$19.19	$31,932.16
Trainor, Neile	Asst 2- D	1/1	32	$13.27	$22,081.28
Van Blaircom, Daniel	Maintenance- R	1/1	12	$15.14	$9,447.36
Widner, Melissa	Spec 3 - R	1/1	40	$20.35	$42,328.00
Wilma, Janice	Lib 2- R	1/1	35	$19.86	$36,145.20
Wynkoop, Dorene	Clerk-W	1/1	14	$13.04	$9,493.12
New Page	Page - R	1/1, 4/1, 7/1	10	$7.25/$7.35/$7.45	$3,835.00
New Page	Page - D	1/1, 4/1, 7/1	10	$7.25/$7.35/$7.45	$3,835.00
New Clerk	Clerk - D	1/1, 4/1, 7/1	13	$10.12/$10.22/$10.32	$6,925.62
			1,495		**$1,361,010.62**

We have examined and approved the year 2020 Jasper County Public Library Salary Ordinance dated January 13, 2020.

Julie Davidson

Natalie A. Walinga

Janet Dunlap

R7a

The 2020 Salary Ordinance reflects a 3% increase in the salary of the Director and all other employees eligible for a full increase as approved at the December 2019 meeting. New employees (or employees recently given new positions) will receive increases as per the Personnel Policy. Additionally the 2020 Salary Ordinance reflects the following items which were presented to the board as a part of the 2020 Budget Recommendation prior to adoption:

- an increase in the Business Manager's Salary - increased $1.87 per hour in addition to the salary increase that the Board approved for 2020.
- the addition of three hours to our HR Specialist position (from 32 to 35 hours per week)
- the addition of two hours to our Publicity Coordinator position (from 10 to 12 hours per week)

R 8

Director's Financial Report
2019

The library began the year with $3,274,410.72 for all funds and ended with $3,339,321.41, a gain of $64,910.69.

2019 began with $769,507.09 in the Operating Fund. Operating Fund receipts exceeded disbursements by $37,231.58 with the library only spending 84.9% of our Operating Fund budget. We ended with a balance of $806,738.67. No transfer to LIRF was recommended.

Property tax, LIT (Local Income Tax), and LOIT Freeze (Local Option Income Tax) revenues came in as expected. License Excise tax, CVET (Commercial Vehicle Excise Tax), and FIT (Financial Institution Tax) were higher than anticipated at 118%, 122%, and 133% respectively.

We ended the year with $232,000.47 in LIRF.

We began the year with $2,249,509.13 in the Rainy Day Fund. We spent $15,715.47 out of the Rainy Day Fund this year on attorney & architect fees to begin planning for improvement of the properties adjacent to the DeMotte Public Library, Staff Development Day presenters, telephone managed service fees, and equipment/furniture such as replacement hotspots, display case, UV sterilizers, and an office chair. We ended the year with $2,279,221.51 in the Rainy Day Fund with $2,096,452.37 of that in investments.

Our sweep account at Alliance Bank had an interest rate of .10% all year. In May 2017, the Library invested $2,000,000 of Rainy Day Funds with Trust Indiana. At the start of 2019 this had grown to $2,051,215.70. The average monthly yield in January was 2.38%, but the yield lost ground through 2019 ending the year with December's average monthly yield being 1.67%. The Trust Indiana account earned $45,236.67 in interest in 2019 ending the year with $2,096,452.37 in this account. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2019, leaving us with a healthy balance going into 2020. We will continue to watch spending in the new year. The overall financial picture for 2020 looks positive.

Accounting Practices/Investment Policy for 2020

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Janelle Harper will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank is designated as the library's depository. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement. The library has joined Trust Indiana and has funds invested in that account. TrustINdiana, an investment option for local governments that is easy and safe. Investments are managed, legally permissible by law, and fluid.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but $1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance. When determining the premium amount to be paid by the library and the employee as per the percentage split, uneven amounts will be rounded up and the library will pay the bigger portion. Typically the extra amount will be a penny or less per month per employee enrolling in the insurance coverage.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of $1000 or less per item, with a cumulative value of no more than $5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

As stated in our Internal Control Standards and System access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software; designated staff will have individual log-ins for the accounting computer; the accounting software tracks who logged in; as software allows, permissions will be assigned as they relate to job responsibilities, user IDs, passwords, and log-in information will be unique per user unless that option is not available; our automated system will track patron transactions and generate reports of revenue received; only prescribed or approved forms will be used.

The Board will review the Materiality Policy annually in January, approving any revisions.

B10

Debit/Credit Card Processing Policy

All debit/credit card transactions must be conducted in person with card present or in person using a digital credit card or digital wallet. There is a $5 minimum charge required in order to pay with credit/debit cards; no refunds may be issued. If the internet is down, debit/credit card payments cannot be accepted. This service can only be used for processing credit card payments, and may not be used to provide a cash advance.

JCPL-owned credit cards may not be processed in library-owned card terminals.

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Adopted 9/2013; revised 10/2015; revised 1/20

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
    (A) inservice training;
    (B) attending seminars or other special courses of instruction; and
    (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 13th day of January, 2020.

NAY	AYE
	Julie Davidson
	Natalie A. Waling

ATTEST: ______________________________
Secretary of Appropriating Body

R 18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1993)

(219) 866-4158
FAX (219) 866-2274
edd@nwiis.com
kentm@nwiis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

Director's Report
December 2019

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2019 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the operating fund.

We recommend that the Accounting Practices 2020 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2020.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2020 Salary Ordinance: Please refer to R 7 and R7a. **If you approve the Consent Agenda items, you will approve the 2020 Salary Ordinance.**

Policies for Review: Two policies are up for review in January 2020 – Materiality Policy and Code of Ethics Policy. No revisions are recommended to these policies. We would like to bring a recommendation to the board for our Debit/Credit Card Processing Policy. We are adding language about digital credit card/wallets. It is a minor recommendation, a service enhancement since patrons like to use Apple/Google pay. Please see R 10. **If you approve the Consent**

Agenda items, you will approve revising the Debit/Credit Card Processing Policy as presented.

General Business:

Oath of Office – Treasurer: Mark Heinig will take his oath as Treasurer.

Oath of Office – Assistant Treasurer: Janelle Harper will take her oath as Assistant Treasurer.

DeMotte Library Parking Lot Project – Report on Survey: Architect Harry Mohler will be present to report on survey results, what we have learned and next steps.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

We did renew our Director and Officers Insurance Policy with Great American. The premium for this coverage that provides $2 million in Director and Officers liability and $2 million in employment practices liability remained the same at $3645.

Our library newsletter has a new look in 2020. You will receive a copy at the board meeting. We have moved to a bi-monthly newsletter (issued every two months). We are excited about our new look and color scheme. One staff member commented to me that it looks 'very big city'! It does look very snazzy and contains valuable information. We are promoting our Event Calendar as well as the Jasper Newton Foundation's Community Calendar, actions in step with our Long Range Plan Goal 2.

The Indiana Library Federation has invited all Indiana Libraries to participate in a yard sign campaign during the week of February 9. Our Statehouse Day, when library advocates will meet with legislators at the Statehouse, is scheduled for

Monday, February 10. It is the perfect time to promote Indiana libraries across the state. We plan to order signs and participate in this initiative, an action in step with our Long Range Plan Goal 2.

Universal Advertising contacted me in December about an opportunity to advertise the library in a community map – Rensselaer, DeMotte, and Wheatfield are all represented. Ad space was affordable so I opted in. Each library will receive 50 free maps to distribute. Rensselaer Chamber of Commerce and WLQI Radio also bought ad space as did Cornerstone Real Estate who will distribute the map from their office. This opportunity is in step with our Long Range Plan Goal 3.

In early January I hosted the first 2020 NWI Directors Meeting, participated in an ILF Advocacy Webinar, and listened to an interesting broadcast on Today's 'All IN' news magazine, a daily, statewide talk show about interesting things happening in Indiana. Titled 'How Are Libraries Changing?', this broadcast provided a nice overview of what a modern public and a modern academic library looks like. With physical spaces to learn and create, outdoor classrooms, digitized collections, modern Indiana libraries are staying in tune with community needs. Indiana State Librarian, Jacob Speer, was interviewed for this broadcast.

At our December board meeting the board approved Shannon and Janice attending Teen Think Tank in Bluffton, Ohio on February 28. That session is full so instead they will attend Teen Thank Tank in Toledo, Ohio on September 11. Registration fee remains the same with a bit more mileage.

I spent the last month of the year presenting year-end reviews and preparing for 2020. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

System Administrator News

Sheila worked on a variety of issues in December, including troubleshooting hotspots, setting up Square Stands, adding and deleting Self Service Aargh documents, boosting library events on Facebook, setting up and configuring AWE tablets, and troubleshooting Outlook login pop-ups.

Technical Services News

Becky reports that she added new Holding Codes so that we can begin using them in 2020. Donations were solicited from the branches. Tech will work on these in January before 2020 orders begin to be placed.

DeMotte Library News

Debbie reports, "The DeMotte Library was filled with the sounds of the season as the Huber Family shared their talents in a Christmas concert. The family of 11 children each plays the violin and sing. We had a great time and many patrons commented that they would like to see them again next year too. Joe and Kathy Zellon hosted the "Hand Carved Ornament Painting" program. Everyone who participated in this program was able to paint their very own hand carved Santa ornament to take home. The response has been unanimous, everyone wants them to host another program and soon!"

Rensselaer Library News

Linda reports, "Our Christmas Tree Walk has the following organizations participating: CDC Resources, TOPS, Tri Kappa, Heroes Tree, Hanging Grove Progressives/4-H Club, First Presbyterian Youth, staff of Huth Thompson and the Jasper-Newton Foundation. The library is collecting items until the Good Samaritan Food Pantry picks them up on December 26th or 27th. There were many organizations collecting for the food pantry again this year."

Wheatfield Library News

Evie reports, "Carolynn worked really hard to create an out-of-this-world Harry Potter Escape Room! We ended up hosting 20 sessions of up to five people/session and a total of 94 kids, teens, and adults participated! After completing the escape room, participants were invited to enjoy cookies and butter beer, have their picture taken in front of the sorting hat Christmas tree, and were given a Christmas tree ornament to take home. Everyone was thoroughly impressed with the décor and hard work put into the program – Carolynn outdid herself again!"

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

FI

JCPL FINANCIAL STATEMENT
December 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$217,543.39	$2,340,187.93	$348,417.85	$2,377,419.51	$806,738.67
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$1,722.20	$21,406.11	$0.00	$19,243.33	$17,757.09
DeMotte	$5,295.26	$144.23	$5,001.95	$0.00	$6,636.68	$6,929.99
Rensselaer	$11,498.67	$981.96	$11,240.28	$0.00	$7,818.89	$8,077.28
Wheatfield	$3,125.94	$596.01	$5,163.88	$0.00	$4,787.76	$2,749.82
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$20.34	$231.87	$232,000.47
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund Includes Investments of: $2,096,452.37	$2,249,509.13	$269.99	$15,715.47	$2,986.83	$45,427.85	$2,279,221.51
State Technology Fund Grant Fund	$0.00	$642.00	$20,244.00	$0.00	$20,244.00	$0.00
Capital Projects Fund Includes Investments of:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$21.23	$169.04	$190.77
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$6,766.67	$0.00	$6,766.67	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$6,889.36	$86,707.24	$6,889.36	$86,707.24	$0.00
FICA Tax Collected	$0.00	$7,822.47	$96,932.06	$7,822.47	$96,932.06	$0.00
State Tax Collected	$0.00	$3,518.06	$43,448.77	$3,518.06	$43,448.77	$0.00
County Tax Collected	$0.00	$2,750.26	$34,078.45	$2,750.26	$34,078.45	$0.00
Deferred Comp.	$0.00	$2,840.00	$34,080.00	$2,840.00	$34,080.00	$0.00
#125 Pre-tax Plan	$48.16	$3,559.70	$42,489.09	$3,536.42	$42,440.93	$0.00
Employee Life Insur.	$0.88	$243.95	$2,939.40	$243.96	$2,938.52	$0.00
Employee INPRS	$0.00	$3,219.98	$39,759.44	$3,219.98	$39,759.44	$0.00
Garnishments	$23.47	$22.92	$597.29	$22.92	$573.82	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$251,044.28	$2,785,550.81	$382,289.68	$2,850,461.50	$3,339,321.41

F2

Bank Balances

Jasper County Public Library

Report as of: **12/31/19**

	Bank	
1	Alliance Bank	$1,242,599.04
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,096,452.37
	Total all banks =	**$3,339,321.41**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19
								$4,082.78	Jul-19
								$3,869.08	Aug-19
								$3,594.96	Sep-19
								$3,324.91	Oct-19
								$2,890.79	Nov-19
								$2,970.78	Dec-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $45,236.67

F2.1

F2.2

List of outstanding checks to be voided
January 13, 2020

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

7/10/2017	CK# 35535	$600.00	Operating Fund
8/14/2017	CK# 35648	$87.05	Operating Fund
12/11/2017	CK# 35890	$3.99	Rens. Gift Fund

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **12/01/19** *To* **12/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$77,157.60	$93.40	0.1
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$91,330.40	$1,136,584.43	$16,706.57	1.4
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,399.95	$88,434.18	$6,879.82	7.2
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$7,822.47	$96,932.06	$4,495.94	4.4
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$2,411.44	$70.56	2.8
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,455.88	$116,936.19	$643.81	0.5
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$11,028.43	$130,567.96	$39,087.04	23.0
Subtotal	*$1,717,001.00*		$1,717,001.00	$133,474.73	$1,649,023.86	$67,977.14	4.0
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$94.98	$94.98	$405.02	81.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$835.43	$6,324.44	$1,675.56	20.9
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$736.17	$5,974.42	$525.58	8.1
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$907.15	$4,323.96	$1,676.04	27.9
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$579.79	$790.72	$1,209.28	60.5
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$3.04	$232.65	$167.35	41.8
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$520.62	$479.38	47.9
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$2,527.85	$16,148.05	$1,251.95	7.2
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$42,900.00*		$42,900.00	$5,684.41	$34,509.84	$8,390.16	19.6

3. Other Services and Charge

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$60.00	$4,261.00	$2,739.00	39.1
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	($1,330.92)	$15,169.08	$52.00	$3,803.83	$11,365.25	74.9
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$18,347.42	$6,686.58	26.7
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$25,065.16	$6,434.84	20.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$2.99	$97.01	97.0
3.21	TELEPHONE	$12,000.00	$735.70	$12,735.70	$1,146.74	$12,735.70	$0.00	0.0
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$0.00	$2,361.07	$138.93	5.6
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$2,223.95	$19,584.51	$415.49	2.1
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$245.32	$7,372.24	$4,627.76	38.6
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$143.23	$1,705.93	$94.07	5.2
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$2,278.02	$12,860.06	$73,539.94	85.1
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$7.04	$807.04	$238.32	$807.04	$0.00	0.0
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$2,350.90	$149.10	6.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$26,471.00	$3,529.00	11.8
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,347.23	$17,432.35	$7,567.65	30.3
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,066.56	$91,534.57	$18,465.43	16.8
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$3,152.12	$847.88	21.2
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$564.75	$7,272.21	$727.79	9.1
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$10,786.35	$60,447.64	$57,822.36	48.9
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$290.90	$1,709.10	85.5
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$298.40	$1.60	0.5
3.91	DUES	$2,000.00	$552.18	$2,552.18	$190.00	$2,552.18	$0.00	0.0
3.93	TAXES & ASSESSMENTS	$300.00	$36.00	$336.00	$0.00	$336.00	$0.00	0.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$33.98	$166.02	83.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$6,639.89	$105,455.33	$7,298.67	6.5
Subtotal	*$681,578.00*	$0.00	$681,578.00	$32,227.06	$426,834.53	$254,743.47	37.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$32,492.37	$39,878.99	$42,802.01	51.8
4.51 BOOKS	$150,000.00	($1,243.50)	$148,756.50	$8,136.00	$112,542.72	$36,213.78	24.3
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$738.18	$16,154.49	$5,845.51	26.6
4.53 NONPRINTED MATERIALS	$60,000.00	$1,243.50	$61,243.50	$4,790.64	$61,243.50	$0.00	0.0
Subtotal	*$314,681.00*	$0.00	$314,681.00	$46,157.19	$229,819.70	$84,861.30	27.0
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$217,543.39	$2,340,187.93	$415,972.07	15.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

I-5a

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **12/01/19** *To* **12/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$750.00	$9,250.00	92.5
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	($6,074.70)	$43,925.30	$0.00	$3,829.50	$40,095.80	91.3
3.21 TELEPHONE	$0.00	$6,074.70	$6,074.70	$0.00	$6,074.70	$0.00	0.0
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*	$0.00	$160,000.00	$0.00	$11,654.20	$148,345.80	92.7
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	($4,061.27)	$355,542.73	$0.00	$0.00	$355,542.73	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$4,061.27	$4,061.27	$269.99	$4,061.27	$0.00	0.0
Subtotal	*$359,604.00*	$0.00	$359,604.00	$269.99	$4,061.27	$355,542.73	98.9
Grand Total	$519,604.00	$0.00	$519,604.00	$269.99	$15,715.47	$503,888.53	97.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **12/01/19** *To* **12/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$642.00	$20,244.00	($20,244.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$642.00	$20,244.00	($20,244.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$642.00	$20,244.00	($20,244.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

Printed on *Monday, January 06, 2020*

F3.1

Changes to Appropriations

Date	Fund		Account		Amount	Reason
12/26/19	100	OPERATING FUND	3.14	OTHER PROFESSIONAL SERVICES	($1,330.92)	Transfer per Board Mtg Approval 12/26/19
12/26/19	100	OPERATING FUND	3.21	TELEPHONE	$735.70	Transfer per Board Mtg Approval 12/26/19
12/26/19	100	OPERATING FUND	3.31	ADVERTISING & PUBLIC NOTICES	$7.04	Transfer per Board Mtg Approval 12/26/19
12/26/19	100	OPERATING FUND	3.91	DUES	$552.18	Transfer per Board Mtg Approval 12/26/19
12/26/19	100	OPERATING FUND	3.93	TAXES & ASSESSMENTS	$36.00	Transfer per Board Mtg Approval 12/26/19
12/26/19	100	OPERATING FUND	4.51	BOOKS	($1,243.50)	Transfer per Board Mtg Approval 12/26/19
12/26/19	100	OPERATING FUND	4.53	NONPRINTED MATERIALS	$1,243.50	Transfer per Board Mtg Approval 12/26/19
12/26/19	151	RAINY DAY FUND	3.14	OTHER PROFESSIONAL SERVICES	($6,074.70)	Transfer per Board Mtg Approval 12/26/19
12/26/19	151	RAINY DAY FUND	3.21	TELEPHONE	$6,074.70	Transfer per Board Mtg Approval 12/26/19
12/26/19	151	RAINY DAY FUND	4.3	IMPROVEMENTS OTHER THAN BUILD.	($4,061.27)	Transfer per Board Mtg Approval 12/26/19
12/26/19	151	RAINY DAY FUND	4.4	FURNITURE & EQUIPMENT	$4,061.27	Transfer per Board Mtg Approval 12/26/19

Net Changes by Fund

Fund Number	*Net Change*
100	$0.00
151	$0.00

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Voucher List

Jasper County Public Library

Report Date: From **12/01/19** *To* **12/31/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	854	PAYROLL	12/10/19	PAYROLL	$52,689.98
0	855	CHRISTINA SANDERS	12/10/19	Courier Mileage 11/15/19 -11/30/19 (Conf. #866)	$251.72
0	856	Great-West Retirement	12/10/19	Annuity Withheld 12/10/19 payroll (Conf. #869)	$1,420.00
0	857	INPRS fbo PERF	12/10/19	INPRS Contributions 12/10/19 Payroll	$6,378.32
0	858	IRS USA TAXPAYMENT	12/10/19	Federal Withholding, Medicare, & FICA withheld 12/10/19 Payroll & Ins. (Acknowledgement 81066022)	$11,294.06
0	859	TOWN OF DEMOTTE	12/10/19	DeM: Sewer & Water- November 2019 (conf# 868)	$168.90
0	860	TOWN OF WHEATFIELD	12/10/19	Wh: Sewer Service- December 2019 (Conf# 867)	$77.35
37282	861	AARON'S LAWN CARE	12/09/19	Fall clean-ups, snow removal	$640.00
37283	862	ADVANCED IMAGING SOLUTI	12/09/19	Patron copiers quarterly maintenance agreement 11/30/19-2/28/20	$647.25
37284	863	ANTHEM BLUE CROSS BLUE	12/09/19	Health Insurance premiums- December 2019	$13,228.02
37285	864	ANTHEM LIFE	12/09/19	Life Insurance premiums- December 2019	$100.98
37286	865	AWE ACQUISITION, INC	12/09/19	AWE tablets	$6,978.48
37287	866	BATESVILLE MEMORIAL PUBL	12/09/19	Lost SRCS item	$19.99
37288	867	CULLIGAN WATER CONDITIO	12/09/19	Wh: Water Cooler Rental- December 2019	$12.45
37289	868	DEBORAH KRISTOFF	12/09/19	Mileage 10/16-11/14/19	$111.36
37290	869	DELTA DENTAL	12/09/19	Dental Insurance premiums- December 2019	$572.04
37291	870	DEMOTTE DECORATIVE STO	12/09/19	Mulch	$573.00
37292	871	DONNA BARKO	12/09/19	Mileage 9/9-11/22/19	$32.31
37293	872	ENA SERVICES LLC	12/09/19	Internet service for November 2019	$1,782.00
37294	873	ENGAGED PATRONS.ORG	12/09/19	Events Page Hosting Service 1/1/20-12/31/20	$229.00
37295	874	GRAINGER	12/09/19	Bottle filler filters	$154.74
37296	875	HAMSTRA BUILDERS, INC.	12/09/19	Wh: located roof leak & roof inspection; Rens & DeM: sidewalk repairs	$6,132.50
37297	876	IVY TECH COMMUNITY COLLE	12/09/19	Lost ILL item	$31.00
37298	877	JEFF GASTINEAU	12/09/19	Program presenter	$50.00
37299	878	KAPCO	12/09/19	Magazine reinforcements, poly covers	$120.67
37300	879	KIM DELGER	12/09/19	Mileage 10/23-11/20/19	$51.04
37301	880	KROGER GARDIS & REGAS, L	12/09/19	Legal Assistance: Personnel Matter	$60.00
37302	881	LINDA POORTENGA	12/09/19	Mileage 11/13-11/15/19	$109.04
37303	882	MICHAEL R. ANDERSON	12/09/19	Rens: Snow removal 11/11-11/12/19	$137.50
37304	883	MOTION PICTURE LICENSING	12/09/19	License Certificate - Wheatfield Lib (1/3/2020 - 1/3/2021)	$114.52
37305	884	NANETTE SPEACHT	12/09/19	Mileage 10/16/19	$12.76
37306	885	NICKOLE HACHLICA	12/09/19	Mileage 11/7/19	$25.52
37307	886	NIMBO IP LLC	12/09/19	Monthly Managed Service Fee	$815.00
37308	887	NITCO	12/09/19	DeM: Local Phone & Fax Service December 2019; Long Distance Service November 2019	$144.61
37309	888	PATTY EENIGENBURG	12/09/19	Mileage 11/6/19	$25.52
37310	889	PATTY STRINGFELLOW	12/09/19	Mileage 11/11-11/20/19	$126.44
37311	890	PRECISION CONTROL SYSTE	12/09/19	Rens: HVAC repair	$750.80
37312	891	RMC IMAGING, INC	12/09/19	ViewScan III and ViewScan 4 hardware & software support 12/25/19-12/24/20	$1,498.00
37313	892	STERLING COMPUTERS	12/09/19	Computers, speakers, soundbars, monitors, monitor stand, mouse	$23,487.99
37314	893	STEVE'S SPECIALIZED SERVI	12/09/19	Laundry	$52.00
37315	894	TRUGREEN PROCESSING CE	12/09/19	Ice melt	$375.00
37316	895	VSP INSURANCE CO. (CT)	12/09/19	Vision Insurance Premiums- December 2019	$202.81
37317	896	WAL-MART COMMUNITY/SYN	12/09/19	Library supplies, AV	$116.25
37318	897	WESTFIELD WASHINGTON PU	12/09/19	Lost SRCS item	$10.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37319	898	ACE HARDWARE	12/09/19	Maintenance supplies	$158.78
37320	899	BAKER & TAYLOR	12/09/19	Books, Continuations, AV, Auto. Yours	$6,926.46
37321	900	BAKER & TAYLOR ENTERTAIN	12/09/19	AV	$1,356.45
37322	901	BARNES & NOBLE, INC	12/09/19	Books	$219.04
37323	902	BUSINESS CARD	12/09/19	Meeting/conference expenses, Library supplies, Facebook advertising, StepNpull door openers, wall mount fans, Square stands, maintenance supplies	$1,150.70
37324	903	CENTURYLINK	12/09/19	Rens: Fax line service- December 2019	$56.65
37325	904	DEMCO	12/09/19	Library supplies	$835.95
37326	905	EVELYN S. PARRISH	12/09/19	Mileage 10/9-12/4/19	$187.92
37327	906	FINDAWAY WORLD, LLC	12/09/19	Playaway Launchpads	$249.98
37328	907	GREY HOUSE PUBLISHING	12/09/19	Continuations	$252.50
37329	908	ICC BUSINESS PRODUCTS	12/09/19	Library, office, & janitorial supplies	$364.06
37330	909	INDIANA GROCERY GROUP, L	12/09/19	Hero Tree program expenses, Management meeting expenses, Homeschool Adventure program supplies	$56.12
37331	910	INDIANA WASTE SERVICE	12/09/19	DeM & Wh: Trash Pick-up, December 2019	$140.00
37332	911	MAPLETRONICS COMPUTERS	12/09/19	ESET Endpoint Antiviris Protection, 3 yr renewal	$1,808.99
37333	912	MIDWEST TAPE	12/09/19	AV	$1,191.93
37334	913	NIPSCO	12/09/19	DeM & Wh: Gas & electric service	$4,759.18
37335	914	RENSSELAER ROTARY CLUB	12/09/19	4th quarter 2019 dues	$190.00
37336	915	SUNRISE PACKAGING INC.	12/09/19	Audiobook cases, TV series cases	$643.00
37337	916	UNIQUE MANAGEMENT SERVI	12/09/19	Collections: Initial/Secondary Placements- November 2019	$125.30
37338	917	WORLD BOOK INC.	12/09/19	Continuations	$999.00
0	918	PAYROLL	12/23/19	PAYROLL	$52,477.97
0	919	AFLAC	12/23/19	Supplemental Insurance December 2019 (Conf #871)	$728.23
0	920	ALLIANCE BANK	12/23/19	Direct Deposit Fees - November 2019	$36.80
0	921	CENTURYLINK	12/23/19	Wh: Fax line December 2019 (Conf #872)	$130.48
0	922	CHRISTINA SANDERS	12/23/19	Courier Mileage 12/1/19 -12/15/19 (Conf. #873)	$323.64
0	923	CITY OF RENSSELAER	12/23/19	RENS: Utilities 11/7/19 - 12/06/19 (Conf. #870)	$3,065.36
0	924	Great-West Retirement	12/23/19	Annuity Withheld 12/23/19 payroll (Conf. #874)	$1,420.00
0	925	INDIANA DEPARTMENT OF RE	12/23/19	State & County Taxes withheld December 2019 Payrolls	$6,268.32
0	926	INPRS fbo PERF	12/23/19	INPRS Contributions 12/23/19 Payroll	$6,297.54
0	927	IRS USA TAXPAYMENT	12/23/19	Federal Withholding, Medicare, & FICA withheld 12/23/19 Payroll & Ins. (Acknowledgement 42715508)	$11,240.24
0	928	SPRINT	12/23/19	Hotspot Data Service 11/12/19 - 12/11/19 (Conf #875)	$1,138.02
37339	929	ACE HARDWARE	12/26/19	Maintenance supplies	$66.89
37340	930	BAKER & TAYLOR	12/26/19	Books, Continuations, AV, Auto. Yours	$1,206.65
37341	931	BAKER & TAYLOR ENTERTAIN	12/26/19	AV	$417.03
37342	932	BLUETARP FINANCIAL, INC	12/26/19	Screws, sakrete fast set cement, lamp holders	$35.58
37343	933	CAROLYNN DeVRIES	12/26/19	Mileage 11/19/19	$25.52
37344	934	DEBORAH KRISTOFF	12/26/19	Mileage 11/21-12/17/19	$101.50
37345	935	DONNA BARKO	12/26/19	Mileage 11/27-12/19/19	$62.12
37346	936	FERGUSON FACILITIES SUPP	12/26/19	Janitorial supplies	$434.07
37347	937	INDIANA GROCERY GROUP, L	12/26/19	Santa Visit supplies, Staff Christmas Party refreshments	$83.80
37348	938	INDIANA NEWSPAPERS INC.	12/26/19	Rens: Indianapolis Star newspaper subscription	$671.19
37349	939	JANICE WILMA	12/26/19	Mileage 9/12-12/12/19	$81.20
37350	940	JASON GILBERT	12/26/19	Garnishment mistakenly withheld from 12/23/19 paycheck	$22.92
37351	941	KANKAKEE VALLEY POST NE	12/26/19	DeM: Newspaper subscription Acct# 0045635	$66.99
37352	942	KARI LENTINO	12/26/19	Mileage 4/3-12/11/19	$57.30
37353	943	KARLA HAUSENFLECK	12/26/19	Mileage 12/12/19	$23.20
37354	944	LINDA THOMPSON	12/26/19	Mileage 10/8-12/13/19	$34.80
37355	945	MARLENE BEEDLE	12/26/19	Mileage 10/29-11/5/19	$51.04
37356	946	MELISSA SMITH	12/26/19	Mileage 12/16/19	$25.52

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37357	947	MICHAEL R. ANDERSON	12/26/19	Rens: Snow removal 12/11/19	$50.00
37358	948	MIDWEST TAPE	12/26/19	AV	$218.75
37359	949	NEILE TRAINOR	12/26/19	Mileage 10/2-12/18/19	$129.92
37360	950	OFFICE DEPOT	12/26/19	Library, office, maintenance, & janitorial supplies	$1,091.00
37361	951	PRECISION CONTROL SYSTE	12/26/19	DeM: Preventative Maintenance; Rens: HVAC repair	$5,987.01
37362	952	QUILL CORPORATION	12/26/19	Janitorial, maintenance, library, & office supplies, cash drawers, office chair	$915.98
37363	953	RACHAEL CAVINDER	12/26/19	Mileage 11/14-12/12/19	$44.08
37364	954	RAYANN GILMORE	12/26/19	Mileage 9/9-10/9/19	$87.00
37365	955	SHANNON HELDAK	12/26/19	Mileage 8/25-12/2/19	$82.36
37366	956	SHEILA BROUSSARD	12/26/19	Mileage 10/15-12/9/19	$153.12
37367	957	THE LIBRARY STORE	12/26/19	Gressco puff scroll chairs	$1,189.12
37368	958	ULINE	12/26/19	Filament tape, LED open sign, DVD cases	$321.88
37369	959	UNIVERSAL ADVERTISING AS	12/26/19	Ad on Jasper County map	$218.00
37370	960	WAL-MART COMMUNITY/SYN	12/26/19	Library & janitorial supplies	$353.89
37371	961	A. E. BOYCE COMPANY, INC.	12/26/19	W2 forms & envelopes, 1099 forms & envelopes	$94.98
0	962	SQUARE, INC	12/31/19	Merchant Processing Fees- December 2019	$15.34
0	963	ALLIANCE BANK	12/31/19	Positive Pay Fee- December 2019	$15.00
				Total Amount of Claims	**$251,044.28**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 06, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$251,044.28**

Date this 13th **day of** January **,20**20.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,521.16	$28,039.24
DeMotte	$545.96	$8,941.28		
Rensselaer	$663.92	$12,064.87		
Wheatfield	$311.28	$7,033.09		
PHOTOCOPIES:			$655.65	$9,588.04
DeMotte	$279.65	$3,391.45		
Rensselaer	$292.00	$4,532.39		
Wheatfield	$84.00	$1,664.20		
INTEREST (Checking, Repurchase, CDs):			$62.92	$640.45
TAXES:			$345,660.98	$2,336,622.22
Property Tax	$191,849.21	$1,317,620.37		
LOIT	$17,903.55	$214,842.60		
License Excise Tax	$70,687.54	$133,221.38		
Financial Institution Tax	$2,403.02	$3,975.95		
CVET(Commercial Vehicle Excise)	$8,685.00	$17,370.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$649,591.92		
TAXABLE SALES:-			$3.29	$51.25
REFUNDS:			$513.85	$2,478.31
Rebates/Refund	$213.85	$267.25		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$300.00	$2,050.00		
Reimbursement	$0.00	$124.71		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$348,417.85**	**$2,377,419.51**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$0.00	$19,243.33
DeMotte	$0.00	$6,636.68		
Rensselaer	$0.00	$7,818.89		
Wheatfield	$0.00	$4,787.76		
LIB. IMPROV. RESERVE FUND:			$20.34	$231.87
Interest Earned	$20.34	$231.87		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,986.83	$45,427.85
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,986.83	$45,427.85		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$21.23	$169.04
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$351,446.25**	**$2,469,502.27**

FSb

WITHHOLDING ACCOUNT FUNDS:			$30,843.43	$380,959.23
FIT Tax Collected	$6,889.36	$86,707.24		
FICA Collected	$7,822.47	$96,932.06		
State Tax Collected	$3,518.06	$43,448.77		
County Tax Collected	$2,750.26	$34,078.45		
Deferred Comp Plan	$2,840.00	$34,080.00		
Pre-tax Insurance Plans	$3,536.42	$42,440.93		
Life Insurance	$243.96	$2,938.52		
INPRS	$3,219.98	$39,759.44		
Garnishments	$22.92	$573.82		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$382,289.68**	**$2,850,461.50**

F6a

Voucher List

Jasper County Public Library

Report Date: From **01/01/20** *To* **01/13/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	1	PAYROLL	01/10/20	PAYROLL	$58,180.33
37372	2	AARON'S LAWN CARE	01/13/20	DeM & Wh: Snow removal	$340.00
37373	3	ANTHEM BLUE CROSS BLUE	01/13/20	Health insurance premiums- January 2020	$13,629.58
37374	4	ANTHEM LIFE	01/13/20	Life insurance premiums- January 2020	$109.39
37375	5	AVC TECHNOLOGY CORPORA	01/13/20	2020 AVC Accounting & Payroll software service agreement	$1,692.00
37376	6	BAKER & TAYLOR	01/13/20	Books, Continuations, AV, Auto. Yours	$2,078.07
37377	7	BAKER & TAYLOR ENTERTAIN	01/13/20	AV	$57.89
37378	8	BLUETARP FINANCIAL, INC	01/13/20	Quarter round, blank plate, box cover	$4.72
37379	9	BUSINESS CARD	01/13/20	Library supplies, Conference/Workshop expenses, magnifying desk lamp, Flickr subscription, Facebook advertising, Adobe Photoshop Elements, postage	$395.10
37380	10	CENTURYLINK	01/13/20	Rens: Fax line- January 2020	$56.17
37381	11	CI INSURANCE	01/13/20	D & O Professional Liability renewal	$3,645.00
37382	12	CULLIGAN WATER CONDITIO	01/13/20	Wh: Water Cooler Rental- January 2020, 5-gallon drinking water- 5	$57.21
37383	13	DANIEL VAN BLAIRCOM	01/13/20	Mileage 7/15-12/20/19	$20.01
37384	14	DELL MARKETING L.P.	01/13/20	Toner	$388.71
37385	15	DELTA DENTAL	01/13/20	Dental insurance premiums- January 2020	$540.26
37386	16	DEMOTTE CHAMBER OF COM	01/13/20	2020 Chamber Membership dues	$60.00
37387	17	DONNA BARKO	01/13/20	Mileage 12/26/19-1/3/20	$37.93
37388	18	ENA SERVICES LLC	01/13/20	Internet Service- December 2019	$1,782.00
37389	19	FIRST MERCHANTS BANK	01/13/20	Lockbox Rental, 2020	$55.00
37390	20	GRAINGER	01/13/20	Light bulbs, spray bottles	$114.52
37391	21	INDIANA LIBRARY FEDERATIO	01/13/20	2020 Library Membership dues; 2019 Statehouse Day registration- J. Umlauf	$1,431.53
37392	22	JASPER COUNTY ABSTRACT	01/13/20	Updated title work for DeMotte properties	$775.00
37393	23	KIRBY RISK CORPORATION	01/13/20	Photo sensor, light switches	$103.96
37394	24	KONE, INC.	01/13/20	DeM: Elevator maintenance agreement 1/1-3/31/2020	$469.71
37395	25	MICHAEL R. ANDERSON	01/13/20	Rens: Snow removal	$250.00
37396	26	MIDDLEBURY COMMUNITY PU	01/13/20	2020 NICCL dues	$50.00
37397	27	MIDWEST TAPE	01/13/20	AV	$127.20
37398	28	NIMBO IP LLC	01/13/20	Monthly Managed Service- December 2019	$815.00
37399	29	NIPSCO	01/13/20	DeM & Wh: Gas & electric service 12/2/19-1/2/20	$5,311.99
37400	30	NITCO	01/13/20	DeM: Local phone service- January 2020, Long Distance service- 11/21-12/20/19	$228.73
37401	31	OFFICE DEPOT	01/13/20	Copy paper	$32.99
37402	32	PRECISION CONTROL SYSTE	01/13/20	DeM: HVAC repair & preventative maintenance	$1,232.32
37403	33	ROEING CORPORATION	01/13/20	Tech Maintenance Support - 1st Installment 2020	$6,250.00
37404	34	STERLING COMPUTERS	01/13/20	Monitor	$735.00
37405	35	SWANK MOVIE LICENSING US	01/13/20	Wh: Public Performance Site License 2/1/20-1/31/21	$520.00
37406	36	THE LIBRARY CORPORATION	01/13/20	Enhanced Content Renewal: Mar 2020-Feb 2021; SIP Communications Protocol: Mar 2020-Feb 2021; credit for cancellation of Serials	$3,722.00
37407	37	TREASURER OF JASPER COU	01/13/20	Remittance of delinquent property taxes withheld from employee	$22.92
37408	38	UNIQUE MANAGEMENT SERVI	01/13/20	Collections: Initial/Secondary Placements- December 2019	$89.50
37409	39	USA TODAY #8872	01/13/20	DeM: Newspaper subscription Acct# UT4179744	$340.14
37410	40	VSP INSURANCE CO. (CT)	01/13/20	Vision insurance premiums- January 2020	$214.74
37411	41	WORLD BOOK INC.	01/13/20	Books	$458.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37412	42	INDIANA NEWSPAPERS INC.	01/13/20	Rens: Journal & Courier newspaper subscription Acct# 010542359	$293.00
37413	43	INDIANA WASTE SERVICE	01/13/20	DeM & Wh: Trash pick-up January 2020	$140.00
37414	44	M W INSURANCE AGENCY	01/13/20	Board Treasurer and Assistant Treasurer Bonds	$300.00
37415	45	RENSSELAER CHAMBER OF C	01/13/20	2020 Annual Membership Dues	$75.00
37416	46	TECH LOGIC	01/13/20	CirclT Software Renewal- 1yr (3/1/2020-2/28/2021)	$1,308.00
37417	47	TIEMENS LAND SURVEYING, I	01/13/20	DeM: Boundary & Topographic Survey	$4,000.00
				Total Amount of Claims	**$112,540.62**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 13, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $112,540.62

Date this 13th **day of** January **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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B.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 10, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of January Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 10, R 12, R 16)
- Workshop Request (R 16)

General Business

Oath of Office – Assistant Treasurer (R 16)	Action
Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian (R 17)	Information
Logo Policy (R 14, R 17)	Action
DeMotte Parking Lot Project Update (R 17)	Information

Director's Report (R 16- R 19)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

January 13, 2020
Rensselaer Library

Present: Natalie Waling, Mark Heinig, Julie Davidson, Kevin Kaluf, Janet Umlauf , Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent: Kristie Housman, Janelle Harper

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, seconded by M. Heinig. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with $769,507.09 and ended the year with $806,738.67. Property tax revenues came in as expected. We spent $15,715.47 out of the Rainy Day Fund this year; a portion of the funds spent were for attorney & architect fees to begin planning for improvement of the properties adjacent to the DeMotte Public Library. We have a healthy operating balance with which to begin 2020.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has three outstanding checks. These will be receipted back into the funds from which they were written.

Accounting Practices for 2020: J. Davidson moved, seconded by N. Waling, to accept the 2020 Accounting Practices as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: J. Umlauf moved, seconded by J. Davidson to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: J. Umlauf moved, seconded by N. Waling, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business, K. Kaluf adjourned the Board of Finance Meeting at 6:07 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, K. Kaluf opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2020, Materiality Policy review, Code of Ethics Policy review, and Debit/Credit Card Processing Policy revisions were approved as presented on a motion by M. Heinig and seconded by J. Davidson. Motion passed.

Oath of Office – Treasurer: M. Heinig, Treasurer, took the Oath of Office and signed the bond document.

DeMotte Library Parking Lot Project – Report on Survey: Architect, Harry Mohler, reported the survey has been completed. He presented the Topographic Survey which shows the DeMotte Library building and the locations of utilities, storm water drains/lines, and sewage lines. The survey confirms that there is a storm drain located on library property. This is helpful as we think about where storm water from a new parking lot would go. Harry presented some ideas/plans for parking, vehicle & pedestrian traffic flow for both the parking area and entering the library building, retention pond, patio/garden areas, and walking path. P. Stringfellow commented that a staff/board committee could be established when we get to the point of planning patio/garden areas and the walking path, and we could ask our community for input via community conversation. Plans for patio/garden areas and a walking path are very much in step with meeting an expressed community need, family-oriented activities, especially outside in nature. After discussing the plans and next steps, the Board asked Harry to speak with the Town of DeMotte about the library's parking lot plans and the storm drain the survey confirmed to see if the Town has any concerns.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public servant commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually.

Committee Assignments: President, K. Kaluf, presented the following appointments to standing committees for 2020: Budget: J. Harper (chair), M. Heinig, K. Housman; Director's Evaluation: N. Waling (chair), M. Heinig, J. Umlauf; Bylaws/Policy Review: K. Kaluf (chair), J. Harper, J. Davidson; Nominating: J. Davidson (chair), N. Waling, K. Housman.

Director's Report: We renewed our Directors and Officers Insurance Policy. Coverage and premium did not change. Our library newsletter has a new look in 2020. We have moved to a bi-monthly newsletter (issued every two months). We are excited about our new look and color scheme. We are promoting our Event Calendar as well as the Jasper Newton Foundation's Community Calendar. The Indiana Library Federation has invited all Indiana Libraries to participate in a yard sign campaign during the week of February 9. Our Statehouse Day, when library advocates will meet with legislators at the Statehouse, is scheduled for Monday, February 10. It is the perfect time to promote Indiana libraries across the state. We have ordered signs to participate in this initiative. We have purchased ad space on a Jasper County community map. Each library will receive 50 maps to distribute. Other area organizations and businesses who purchased ad space will also be distributing the maps.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:50 PM, seconded by N. Waling

Mark Heinig, Secretary Pro-Tem

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
January 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	14	1	0	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	34	6	1	41
Blu-Ray (DBR)	292	9	2	303
Books on CD (DBKCD)	48	9	5	62
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	45	1	0	46
Digital Audiobooks (DDA)	29	0	0	29
DVD (DDVD)	1880	94	58	2032
Equipment (DEQP)	17	0	0	17
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	419	30	15	464
Fiction Fantasy (DFICF)	2	1	0	3
Fiction Inspirational (DFICI)	57	1	1	59
Fiction Mystery (DFICM)	97	4	0	101
Fiction New (DFICNEW)	546	8	10	564
Fiction Science Fiction (DFICSF)	14	0	0	14
Fiction Western (DFICW)	5	2	1	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	78	0	11	89
Hanging Bags (DHANG)	19	0	0	19
Hotspots (DWIFI)	4	38	5	47
ILL (DILL)	45	0	0	45
Internet (DINTER)	495	0	0	495
Juv. Audio book (DJAUDB)	23	0	2	25
Juv. Biography (DJBIO)	48	3	1	52
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	0	0	14
Juv. Digital Device (DJDDP)	10	0	0	10
Juvenile Easy (DJE)	809	19	15	843
Juv. Easy Non-fiction (DJENF)	36	0	0	36
Juv. Easy Reader (DJER)	365	1	6	372
Juv. Easy Reader NF (DJERN)	8	0	3	11
Juv. Fiction (DJFIC)	646	14	27	687
Juv. Graphic Novel (DJGN)	25	1	1	27
Juv. Holiday books (DJHOL)	40	4	0	44
Juv. Launchpads (DPTAB)	3			3
Juv. Magazine (DJMAG)	22	0	1	23
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	237	17	27	281
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	108	0	2	110
Large Print Fiction (DLPF)	77	15	3	95
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	105	6	1	112
Large Print Nonfic (DLPNF)	17	0	2	19
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	386	1	16	403
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	9	1	2	12
Nonfiction 100 (DNF100)	13	6	0	19
Nonfiction 200 (DNF200)	9	1	0	10
Nonfiction 300 (DNF300)	42	7	0	49
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	23	0	0	23
Nonfiction 600 (DNF600)	110	15	6	131
Nonfiction 700 (DNF700)	68	9	2	79
Nonfiction 800 (DNF800)	21	2	2	25
Nonfiction 900 (DNF900)	50	2	3	55
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	66	2	2	70
Nonfiction (DNFIC)	10	1	1	12
Nonfiction New (DNFNEW)	135	9	12	156
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	5	0	0	5
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	1	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	96	0	97
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	1	0	2
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	91	2	2	95
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	3	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	16	0	19
Blu-Ray (RBR)	30	575	20	625
Books on CD (RBKCD)	6	78	2	86
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	11	116	0	127
Digital Audiobooks (RDA)	0	6	1	7
DVD (RDVD)	107	2185	59	2351
Equipment (REQP)	0	9	0	9
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	25	494	17	536
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	337	14	371
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	8	112	4	124
Hanging Bag (RHANG)	1	4	0	5
Hotspots (RWIFI)	2	42	1	45
ILL (RILL)	0	34	0	34
Internet (RINTER)	0	572	0	572
Juv. Audio book (RJAUDB)	0	12	2	14
Juv. Biography (RJBIO)	0	14	3	17
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	3	35	0	38
Juv. Digital Device (RJDDP)	0	12	0	12
Juvenile Easy (RJE)	26	405	19	450
Juv. Easy Non-fiction (RJENF)	1	47	8	56
Juv. Easy Reader (RJER)	25	353	24	402
Juv. Easy Reader NF (RJERN)	2	21	2	25
Juv. Fiction (RJFIC)	22	320	10	352
Juv. Graphic Novel (RJGN)	2	18	1	21
Juv. Launchpads (RPTAB)				0
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	213	51	273
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	103	4	112
Large Print Fiction (RLPF)	4	163	5	172
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	113	0	118
Large Print Nonfic (RLPNF)	1	7	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	181	0	183
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	5	1	7
Non-Fiction 100 (RNF100)	4	14	3	21

Non-Fiction 200 (RNF200)	4	10	1	15
Non-Fiction 300 (RNF300)	5	60	7	72
Non-Fiction 400 (RNF400)	3	1	0	4
Non-Fiction 500 (RNF500)	0	14	1	15
Non-Fiction 600 (RNF600)	19	155	17	191
Non-Fiction 700 (RNF700)	4	55	2	61
Non-Fiction 800 (RNF800)	4	6	1	11
Non-Fiction 900 (RNF900)	2	36	1	39
Nonfiction Blu-Ray (RNFBR)	1	6	0	7
Nonfiction DVD (RNFDVD)	7	120	1	128
Nonfiction (RNFIC)	0	3	0	3
Nonfiction New (RNFNEW)	32	142	22	196
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	5	0	5
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	54	5	4	63
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	5	2	30	37
STEAM Kits (RSTEAM)	0	2	0	2
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	43	6	53
YA Music CD (RYACD)	1	7	0	8
YA Nonfiction (RYANF)	1	1	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	7	10
Blu-Ray (WBR)	29	10	369	408
Books on CD (WBKCD)	9	14	93	116
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	2	4	50	56
Digital Audiobooks (WDA)	1	2	18	21
DVD (WDVD)	79	59	1596	1734
Equipment (WEQP)	0	0	8	8
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	25	17	260	302
Fiction Fantasy (WFICF)	0	0	8	8
Fiction Inspirational (WFICI)	21	2	48	71
Fiction Mystery (WFICM)	0	1	92	93

Fiction New (WFICNEW)	33	10	203	246
Fiction Science Fiction (WFICSF)	0	1	4	5
Fiction Western (WFICW)	0	0	12	12
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	12	26	39
Hanging Bags (WHANG)	0	0	2	2
Hotspots (WWIFI)	3	28	14	45
ILL (WILL)	2	0	17	19
Internet (WINTER)	0	0	322	322
Juv. Audio book (WJAUDB)	2	1	20	23
Juv. Biography (WJBIO)	0	0	7	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	5	6
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	48	14	350	412
Juv. Easy Non-fiction (WJENF)	0	0	25	25
Juv. Easy Reader (WJER)	21	1	182	204
Juv. Easy Reader NF (WJERN)	0	0	2	2
Juv. Fiction (WJFIC)	49	19	160	228
Juv. Graphic Novel (WJGN)	1	0	12	13
Juv. Launchpads (WPTAB)	2		4	6
Juv. Magazine (WJMAG)	0	0	5	5
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	20	127	155
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	7	0	133	140
Large Print Fiction (WLPF)	5	9	68	82
Large Print Inspirational (WLPI)	0	0	4	4
Large Print Mystery (WLPM)	0	2	15	17
Large Print New (WLPN)	5	7	106	118
Large Print Nonfic (WLPNF)	3	2	14	19
Large Print Western (WLPW)	0	0	5	5
Magazine (WMAG)	3	3	98	104
Non-Fiction 000 (WNF000)	0	1	0	1
Non-Fiction 100 (WNF100)	2	0	7	9
Non-Fiction 200 (WNF200)	3	2	9	14
Non-Fiction 300 (WNF300)	2	3	12	17
Non-Fiction 400 (WNF400)	1	0	1	2
Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	10	19	69	98
Non-Fiction 700 (WNF700)	4	8	18	30
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	1	4	29	34
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	6	7	70	83
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	11	4	61	76
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	4	4
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	4	4
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	1	2
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	6	67	91
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	5	1	5	11
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8703	8045	5454	22202

CIRCULATION BY HOLDINGS CODE
January 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	14	1	0	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	39	23	8	70
Blu-Ray (BR)	356	600	393	1349
Books on CD (BKCD)	63	101	100	264
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	58	121	50	229
Digital Audiobooks (DA)	30	8	19	57
DVD (DVD)	2066	2338	1713	6117
Equipment (EQP)	17	9	8	34
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	469	541	292	1302
Fiction Fantasy (FICF)	2	1	8	11
Fiction Inspirational (FICI)	78	3	49	130
Fiction Mystery (FICM)	97	5	92	194
Fiction New (FICNEW)	599	355	227	1181
Fiction Science Fiction (FICSF)	14	1	4	19
Fiction Western (FICW)	5	2	13	20

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	87	124	41	252
Hanging Bags (HANG)	20	4	2	26
Hotspots (WIFI)	9	108	20	137
ILL (ILL)	47	34	17	98
Internet (INTR)	495	572	322	1389
Juv. Audio book (JAUDB)	25	13	24	62
Juv. Biography (JBIO)	48	17	11	76
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	18	35	5	58
Juv. Digital Device (JDDP)	10	12	0	22
Juvenile Easy (JE)	883	438	384	1705
Juv. Easy Non-Fiction (JENF)	37	**47**	33	117
Juv. Easy Reader (JER)	411	355	212	978
Juv. Easy Reader NF (JERN)	10	21	7	38
Juv. Fiction (JFIC)	717	353	197	1267
Juv. Graphic Novel (JGN)	28	19	13	60
Juv. Holiday (JHOL)	40	4	0	44
Juv. Launchpads (PTAB)				0
Juv. Magazine (JMAG)	22	0	6	28
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	254	250	205	709
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	120	103	139	362
Large Print Fiction (LPF)	86	187	76	349
Large Print Inspirational (LPI)	0	0	4	4
Large Print Mystery (LPM)	0	2	15	17
Large Print New (LPN)	115	126	107	348
Large Print Nonfic (LPNF)	21	9	16	46
Large Print Western (LPW)	0	0	5	5
Magazine (MAG)	391	185	114	690
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	10	7	3	20
Non-Fiction 100 (NF100)	19	20	10	49
Non-Fiction 200 (NF200)	16	13	10	39
Non-Fiction 300 (NF300)	49	70	19	138
Non-Fiction 400 (NF400)	7	1	1	9
Non-Fiction 500 (NF500)	23	14	8	45
Non-Fiction 600 (NF600)	139	189	92	420
Non-Fiction 700 (NF700)	76	72	22	170
Non-Fiction 800 (NF800)	25	8	3	36
Non-Fiction 900 (NF900)	53	42	33	128
Non-Fiction Blu-Ray (NFBR)	5	6	2	13
Non-Fiction DVD (NFDVD)	79	129	73	281
Nonfiction (NFIC)	10	4	1	15
Nonfiction New (NFNEW)	178	155	95	428
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	5	1	0	6
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	5	4	9
Reference (REF)	35	41	18	94
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	12	1	15
Software (SWAR)	0	1	1	2
SRCS (SRCS) DeMotte	54	5	4	63
SRCS (From other libraries III-SRC	1	96	0	97
SRCS (SRCSW) Wheatfield	5	2	30	37
STEAM Kits (STEAM)	11	2	4	17
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	1	3	1	5
YA Biography (YAB)	3	1	1	5
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	113	51	75	239
YA Music CD (YACD)	1	7	0	8
YA Nonfiction (YANF)	16	5	5	26
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	2	0	3
				0
Free reads	117	166	103	386
Games/Puzzles	64	58	5	127
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8919	8316	5576	22811

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1583	1391	995	3969
Nonfiction	754	715	357	1826
CHILDREN'S BOOKS				
Fiction	2183	1290	952	4425
Nonfiction	379	318	249	946
YA BOOKS				
Fiction	200	175	116	491
Nonfiction	19	6	6	31
Preloaded Dig Dev, Child	0	0	0	0
Magazines, Adult	391	185	0	576
Magazines, Children	22	0	6	28
Sound Recordings, adult	152	233	171	556
Sound Recordings, ch	64	59	31	154
Online databases	0	0	0	0
Software	0	1	1	2
SRCS	60	103	34	197
STEAM Kits	11	2	4	17

Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	2506	3078	2185	7769
Equipment	26	117	28	171
Total	8350	7674	5135	21159
A-V Circulation	2722	3371	2388	8481
A-V Circulation as % of total	32.6%	43.9%	46.5%	40.1%

CIRCULATION STATISTICS

January 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	176	67	**1,583**	129	96	**1,391**	68	0	**995**	**3,969**
Nonfiction	112	261	**754**	70	110	**715**	34	0	**357**	**1,826**
CHILDREN'S BKS										
Fiction	68	208	**2,183**	53	2	**1,290**	23	1	**952**	**4,425**
Nonfiction	20	0	**379**	22	402	**318**	19	90	**249**	**946**
YA BOOKS										
Fiction	23	4	**200**	11	7	**175**	17	0	**116**	**491**
Nonfiction	2	0	**19**	0	0	**6**	0	0	**6**	**31**
Preloaded Dig Dev	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Magazines,Adult	0	0	**391**	0	0	**185**	0	0	**0**	**576**
Magazines, Child	0	0	**22**	0	0	**0**	0	0	**6**	**28**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	7	1	**152**	20	1	**233**	18	0	**171**	**556**
Sound Rec/Child	3	0	**64**	4	1	**59**	1	1	**31**	**154**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**1**	0	0	**1**	**2**
SRCS	0	0	**60**	0	0	**103**	0	0	**34**	**197**
STEAM Kits	0	0	**11**	0	0	**2**	0	0	**4**	**17**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**0**	**1**
DVD/BluRay	90	29	**2,506**	147	37	**3,078**	84	5	**2,185**	**7,769**
Equipment	0	0	**26**	0	0	**117**	0	0	**28**	**171**
TOTAL	501	570	**8,350**	456	656	**7,674**	264	97	**5,135**	**21,159**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,391	77,576	62,072
Circulation Increase/Decrease	**15.3%**	**2.7%**	**-0.9%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	19,901	21,159	6.3%
Jan. to date circulation	19,901	21,159	6.3%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
23,782	23,891	15,957	15,990	17,131	17,199	**Fiction**
19,975	19,826	19,754	19,714	8,329	8,363	**Nonfiction**
						CHILDREN'S BKS
15,993	15,853	14,144	14,195	13,597	13,619	**Fiction**
9,228	9,248	6,682	6,302	6,663	6,592	**Nonfiction**
						YA BOOKS
2,380	2,399	3,292	3,296	3,410	3,427	**Fiction**
625	627	405	405	153	153	**Nonfiction**
0	0	0	0	4	4	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,144	4,150	628	647	4,816	4,834	**Sound Rec/Adult**
676	679	4,491	4,494	890	890	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	15	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,351	7,412	11,615	11,725	6,814	6,893	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,460	84,391	77,776	77,576	61,905	62,072	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

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January 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	361	78	401	87	385	83	1147	249
LOCAL HISTORY								
In person	3	1	9	3	0	0	12	3
Letters written	10	10	6	6	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	495	21	572	24	322	13	1389	58
Internet use-Wireless	1705		1953		713		4371	
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	30	4	0	0	38	5
Public FAX24	67		34		52		153	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	6	2	43	14	5	2	54	18
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	67		15		7		89	
Outreach activities	24	24	10	7	0	0	34	23
Meeting Room Use (no. of grou	43	14	85	28	24	8	152	51
Study room use	40	3	85	7	39	3	164	14
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	3	0	14	0	0	0	17	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2730	
IN-HOUSE USE ITEMS	1046		301		141		1488	
SELF-CHECKOUT USE	49		371		137		557	
INTERLIBRARY LOANS								
Requests made for:							101	25
Items rec'd for:							94	47
Items requested by other librari							156	
Items supplied to other libraries							143	72

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7535	11266	4687	23488
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	281	463	126	870

Number of New Patrons Added	36	20	18

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	2	12	1	6	3	18

Children's Programs (0-13)	15	90	10	60	10	60	35	210
Number attending	213		96		188		497	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	1		2		5		8	
Adult Programs	1	6	5	30	1	6	7	42
Number attending	101		77		41		219	
Senior Citizen Programs	9	54	4	24	3	18	16	96
Number attending	24		36		21		81	
Total Number of Programs	**25**	150	**22**	132	**16**	96	**63**	378
Total Persons Attending	**339**		**211**		**255**		**805**	
Total Attending Same Month Last Yr.	215		190		102		507	
Total Staff Hours Spent		304		312		206	822	958
Total Number of In-House Progra	**14**		**21**		**11**		**46**	
Total Attendance	**177**		**185**		**106**		**468**	
Total Number of Outreach Progra	**11**		**1**		**5**		**17**	
Total Attendance	**162**		**26**		**149**		**337**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5146	61.3%	4596	59.7%	3768	71.9%	13510	63.3%
Corporate	17	0.2%	4	0.1%	0	0.0%	21	0.1%
Juvenile 0-11	35	0.4%	181	2.4%	31	0.6%	247	1.2%
Juvenile-AV	737	8.8%	578	7.5%	573	10.9%	1888	8.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	82	1.0%	283	3.7%	165	3.1%	530	2.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	12	0.1%	83	1.1%	16	0.3%	111	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	54	0.7%	0	0.0%	54	0.3%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	144	1.9%	0	0.0%	144	0.7%
Staff	1997	23.8%	1470	19.1%	524	10.0%	3991	18.7%
Walking books	38	0.5%	90	1.2%	28	0.5%	156	0.7%
YA 12-17	11	0.1%	6	0.1%	1	0.0%	18	3.1%
YA-AV	314	3.7%	208	2.7%	134	2.6%	656	3.1%
Total	8389		7697		5240		21326	
All items borrowed by nonresidents	94	1.1%	420	5.5%	181	3.5%	695	3.3%

R7

Salary Ordinance 2020
Updated 2/10/20

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Jenna Skinner	Page	$7.25	1/21/20	10	R
Samantha Kampersal	Clerk	$10.12	2/3/20	13	D
Jocelyn Grafton	Page	$7.25	2/4/20	10	D

We have hired Jenna Skinner as Rensselaer Page, replacing Sally Berger who was promoted to Clerk. We have hired Samantha Kampersal as DeMotte Clerk, replacing Meredith Fitch who no longer works for the library. We have hired Jocelyn Grafton as DeMotte Page, replacing Samantha Elizondo who no longer works for the library.

We have examined and approved the changes to the 2020 Jasper County Public Library Salary Ordinance. Dated 2/10/20.

Jamey Umlauf
Julie Davidson
Natalie A. Waling
Kristie Housman

R10

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees eligible for holiday benefits will also receive a paid holiday on their birthday or another day in their birthday month.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay within the month; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate each 5 year milestone in their library employment. This anniversary holiday will be given to any long-term employee, regardless of full or part-time status.

At the end of each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board for the following year.

8/94; revised 2/20

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave. Repeat violations may result in suspension of library privileges.

1. The revocation or denial of library privileges may be appealed in writing to the Library Director within 10 days after the revocation or suspension.
2. Within 10 days of the receipt of the notice, the patron shall schedule a meeting with the Library Director to resolve the issue of the library privileges being revoked or denied.
3. If the resolution cannot be reached with the Library Director, the patron may make a written request to the Library Director, within 10 days of the meeting with the Director, asking that the matter be addressed by the Library Board at the next monthly Board Meeting. The Library Board decision shall be final and may be appealed in a court of competent jurisdiction.

The individual requesting the appeal may attend the Board Meeting and make a short presentation after which the Board shall decide the matter. The patron instituting an appeal at either the director level or the library board level, shall have the right to bring legal counsel with him or her to the hearing.

PLEASE

- No eating (except in meeting rooms, study rooms or coffee café).
- No use of alcohol or illegal drugs on library property.
- No use of tobacco products in the library(smoking in any form, including e-smoking is prohibited).
- No animals except service animals and those that are a part of sanctioned library activities; no running, throwing, fighting; no loud or abusive language - these rules of behavior shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Jasper County Public Library and to all persons entering in or on the premises.
- No guns or weapons on library property except as allowed under Indiana law.
- No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

- No sleeping or bathing in the library.
- No soliciting except in support of the library and sanctioned library activities.
- Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

Please see the **Photography, Videotaping, and Other Recording Devices Policy** regarding photography and videotaping.

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons, we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

8/94; revised 2/20

Jasper County Public Library Brand and Logo Use Policy

Overview

A consistent voice and visual identity are essential components of a strong brand. By using the design elements in a consistent manner you will build awareness and understanding of the library and its impact in the community. Use the guide when producing print or digital content or merchandise. Staff will be able to find more information regarding visual and voice identity on the library intranet.

Definitions

Logo

Jasper
County
Public
Library

"A symbol or other design adopted by an organization to identify its products, uniform, vehicles, etc."

Slogan

"A short and striking or memorable phrase used in advertising."
This is not necessarily a visual element.

Inform,
Enrich,
Empower

Branding

A specific combination of these and/or other elements to distinguish a specific marketing campaign or product. Branding is "your promise to your customer." At JCPL, our slogan is an essential part of our brand.

Our Preferred Use of our Brand

- Pair the visual element (JCPL Book Logo) with our preferred styled text slogan whenever possible, and when space allows and is visually appropriate, include our locations and website.
- Whether the logo or slogan are located left or right, above, or below each other is not important, and may vary depending on the use. What is important is proximity of the visual element to the slogan.
- Logo size should be at least as large as the visual area of the slogan, if not larger.
- The slogan should use commas or graphic spacers when written out in a single line. Commas are not essential when stacked vertically.
- These elements should be used in a single color, and may be used with shadow, glow or other graphic effect intended for the clarity of the logo presentation against various backgrounds and art.
- The overlay of specific colors, such as a rainbow, or inclusion of specific elements such as social media "twibbons," are strongly discouraged and/or prohibited without specific consent of the director because these may be considered to be endorsements of particular causes with which the library is not necessarily affiliated.

Preferred Use Examples

Jasper
County
Public
Library

Inform
Enrich
Empower

Inform
Enrich
Empower

Jasper
County
Public
Library

Jasper
County
Public
Library

Inform
Enrich
Empower

Rensselaer
DeMotte
Wheatfield
www.myjcpl.org

Jasper
County
Public
Library

Jasper County Public Library
Inform, Enrich, Empower
Rensselaer, DeMotte, Wheatfield
www.myjcpl.org

Alternative Uses

When this cannot be accomplished, it is advisable to use the visual element (JCPL Book Logo) alone, and if possible to use the Slogan nearby. This allows for flexibility in placing art for marketing items.

In case of text only applications, such as pencils, the library name, slogan and website is preferable, in order of importance.

Jasper
County
Public
Library

Typography

The text inside the logo, Jasper County Public Library, is part text and part graphic, so while the base font of the text is Augie, use of the base font without the stylized "C" in "county" should not be used in place of the image.

The preferred font for the slogan is Lucida Handwriting Italic, however any font may be used.

There is no preferred font for library name, locations and website.

February 2020

Director's Report
January 2020

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in February – Holiday Policy & Library Behavior Policy. Circulating Software Policy is on the Policy Review Schedule, too, but was removed from our Policy Manual in February 2018 with board approval because it contained selection criteria, and we no longer purchase software. We still circulate the existing software but our Circulation Policy contains all circulation rules associated with software, so there really is no longer a need for this policy. I will remove this from the review schedule that is published next year. We recommend a revision to the Holiday Policy and the Library Behavior Policy. In the Holiday Policy we are adding the phrase 'within the month' to further explain how we will handle holidays that fall on Saturday. In the Library Behavior Policy we are adding 'study rooms' to the list of places where patrons may eat in the library. We are trying be to friendlier to our patrons who use the study rooms, particularly families who use those spaces for supervised visits with the Department of Child Services. Sometimes families wish to share a fast food meal together. Please see R 10 and R 12. **If you approve the Consent Agenda items, you will approve revisions to the Holiday Policy and Library Behavior Policy as presented.**

Workshop Request: I am requesting permission to send four staff members to TLC University in Norfolk, VA October 25-28. Monies have been budgeted for registration fees and travel expenses. TLC is our automated system, and most recently we have sent two staff members to this annual meeting at which we learn about product changes and future plans. We are anticipating an upgrade to a new version of TLC later this year which will be a significant change for staff. I would like for more staff to attend this training so that we can perhaps be better prepared. **If you approve the Consent Agenda items, you will approve sending four staff to TLC University.**

General Business

Oath of Office – Assistant Treasurer: Janelle Harper will take her oath as Assistant Treasurer.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports, reporting on adult and youth services.

Logo Policy: This month I bring to you a new policy, a Library Brand and Logo Use Policy. Please see R 14. We have needed this one for a while, but we had to make time to focus on it. The time is now. This policy will guide our steps in use of the library logo and will, hopefully, strengthen our brand. This policy will help staff understand the importance of both brand and logo and how to use them effectively. We also see that as a tool to be used by community partners who may need to use our logo/brand in collaboration with us. A board vote is needed to adopt this new policy.

DeMotte Parking Lot Update: Harry was scheduled to meet with Kim Kendrick, Building Commissioner with the Town of DeMotte, on Wednesday, January 29, to discuss the library's parking lot plans and the storm drain survey. I have emailed Harry to ask how this meeting went. I hope to update the board at our February meeting.

Director's Report:

We have completed exit communication for our remote audit. Exit Conference Documentation, Form 4 states - *This exit conference is being held in accordance with 5-11-5-1 and except as provided in subsections (b), (d), and (e), it is unlawful for any person, before an examination report is made public, to make any disclosure of the result of any examination of any public account.* Treasurer, Mark Heinig, did sign our Form 4. The examination report will be sent to Board President, Kevin Kaluf.

We Love Our Library signs are displayed all over our service area. They look great and people are stopping by the library or reaching out via social media to ask how they can get a sign. One individual stopped in to express concern, "Is everything OK? You're not moving are you?" It is nice to know that people love us and care about our being here. I have signs for all board members and will give them to you at our February 10 meeting.

Each of our libraries celebrated *Eva Education Day* with a showing of "Eva: A-7063," a documentary by Ted Green, Mika Brown and WFYI on Monday, January 27th. This was a statewide event promoted by the Indiana Library Federation that gave our citizens the opportunity to learn about the life and experiences of Eva Mozes Kor, a holocaust survivor and educator who lived a portion of her life in Indiana. It isn't often that our libraries host the same program on the same day at the same time. This was a wonderful community wide offering.

We will be working on our landscaping at Rensselaer Library this spring. Our goal is tidy, low maintenance, and appropriately sized plants and grasses. We will begin with the west and south sides of the library, the front entrance and employee entrance. I have accepted a quote from Aaron Helms in the amount of $4215 to complete this work.

This project is in step with our Long Range Plan Goal 1, JCPL is a welcoming community hub.

I have filled out and submitted our Indiana Public Library Annual Report 2019 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann is completing the complicated and time-consuming LAR report, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We plan to publish our annual report in the Rensselaer Republican on February 19, 2020 and in the KV Post on February 20, 2020. The State Board of Accounts defines our fiscal officer as the board treasurer, so our LAR will be submitted electronically by Mark using his own username/password issued by the SBA. He also submitted our 100R as required in January.

I am participating in weekly ILF Legislative Update Calls which help me remain informed about prospective legislation and engaged in advocacy on issues affecting Indiana libraries. Janet and I plan to attend ILF Statehouse Day on Monday, February 10.

System Administrator News

This month Sheila continued work on configuring our new Windows 10 pcs to work within our network and with our software. She provided needed statistics for the library's annual reports and fixed asset forms and tags for end-of-year purchases. She received, configured, and planned the testing for a new hotspot model, MiFi-8000. She viewed an e-Rate Update webinar.

Technical Services News

Becky reports, "I began a project to prepare for switching over to LS2 5.x. I have been changing coding in some records so that they are read as DVDs not Laserdiscs. This is still ongoing. We had some server problems one morning that TLC was able to fix for us. Rachel was getting an INSIP error in SRCS, but we found the problem. Also, I was having a problem downloading a file of records from SRCS, and had to call for help. They told me it was a known bug that would be fixed in the next update. I have to download 1 record at a time until then. I ran reports for use in making up the Annual Report for the library."

DeMotte Library News

Shannon shares, "Library Lego was a huge success this month with 26 children! We did it out in the children's area instead of the Story Time room because of the Friends' book sale. However, it worked so much better out in the children's department so I'm going to try it for a while. Families are able to have older children play with the legos while the babies play in the toy area. It also allows parents to socialize while watching their children. Preschool Stem was based on the theme of gravity this month. Those in attendance were given the chance to create their own lego zip line cage or they could use one of the premade ones. Then, they tested it on the zip line set up. Some worked and some didn't, but it was great to hear parents and kids talking about why it didn't work. Some of the kids figured it was too heavy or big and the parents talked about the slope of the line. Similarly, I had ramps with different textures (foam, felt, and smooth) with cars for the kids to race. After they saw how far each car went the parents asked why they thought the smooth one went the farthest. I also borrowed the marble run from our STEAM kits, which was a fun station. This was a great opportunity to tell our patrons that we have these available for checkout, which about half didn't know we did. Since then, I've seen at least one family checkout one of the kits!"

Rensselaer Library News

Linda reports, "The Adult Winter Read, "Snow is falling and Books are calling" has started and will go until March 2, with weekly & grand prize drawings. We continue to offer Genealogy Help, Combat Coffee, GeriFit, Coloring, and book discussions." Janice reports, "January was a quiet month, no story times were scheduled but we still had children in the library playing. Third Thursday was a fun adventure into the 100 acre woods with Winnie Pooh and friends. Head Start came to us and had fun learning about penguins. Magnificent Monday and the CDC group are always fun to be with and they really enjoy the activities."

Wheatfield Library News

Evie reports, "The big event for January, though, was our Nerf War/Capture the Flag event. We had 15 children, 2 teens, and 14 adults here, of which 18 of them participated (the others were moms or younger children that stayed) – the kids were very sweaty and said they wanted to do Nerf nights every week (we won't be doing that), and even the dads that participated said they had more fun than they anticipated. The program was simple to implement and had good feedback, so I plan on doing another in the near future!"

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
January 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$183,466.66**	$183,466.66	**$58,689.69**	$58,689.69	**$681,961.70**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$201.09	$201.09	$5,103.99	$5,103.99	**$22,659.99**
DeMotte	$6,929.99	**$72.09**	$72.09	**$2,525.00**	$2,525.00	**$9,382.90**
Rensselaer	$8,077.28	**$101.95**	$101.95	**$2,133.99**	$2,133.99	**$10,109.32**
Wheatfield	$2,749.82	**$27.05**	$27.05	**$445.00**	$445.00	**$3,167.77**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$19.70**	$19.70	**$232,020.17**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$4,775.00**	$4,775.00	**$2,965.52**	$2,965.52	**$2,277,412.03**
Includes Investments of: $2,099,402.45						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$1,782.00	**$21,384.00**	$21,384.00	**$19,602.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$167.76**	$167.76	**$8.14**	$8.14	**$31.15**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,937.17**	$7,937.17	**$7,937.17**	$7,937.17	**$0.00**
FICA Tax Collected	$0.00	**$8,524.09**	$8,524.09	**$8,524.09**	$8,524.09	**$0.00**
State Tax Collected	$0.00	**$3,815.63**	$3,815.63	**$3,815.63**	$3,815.63	**$0.00**
County Tax Collected	$0.00	**$2,969.50**	$2,969.50	**$2,969.50**	$2,969.50	**$0.00**
INPRS	$0.00	**$3,485.84**	$3,485.84	**$3,485.84**	$3,485.84	**$0.00**
Deferred Comp Plan	$0.00	**$2,840.00**	$2,840.00	**$2,840.00**	$2,840.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,749.03**	$3,749.03	**$3,749.03**	$3,749.03	**$0.00**
Life Insurance	$0.00	**$421.11**	$421.11	**$421.19**	$421.19	**$0.08**
Garnishments	$0.00	**$22.92**	$22.92	**$22.92**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$224,157.80**	**$224,157.80**	**$121,936.41**	**$121,936.41**	**$3,237,100.02**

F2

Bank Balances

Jasper County Public Library

Report as of: **01/31/20**

	Bank	
1	Alliance Bank	$1,137,427.57
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,099,402.45
	Total all banks =	**$3,237,100.02**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$2,950.08**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **01/01/20** *To* **01/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,533.80	$6,533.80	$73,026.20	91.8
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$99,761.05	$99,761.05	$1,088,690.95	91.6
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$8,035.05	$8,035.05	$88,616.95	91.7
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,524.09	$8,524.09	$95,872.91	91.8
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$239.68	$239.68	$2,264.32	90.4
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,295.75	$10,295.75	$111,433.25	91.5
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,339.55	$11,339.55	$150,036.45	93.0
Subtotal	*$1,754,670.00*		$1,754,670.00	$144,728.97	$144,728.97	$1,609,941.03	91.8
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$421.70	$421.70	$7,578.30	94.7
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$2.92	$2.92	$6,497.08	100.0
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$116.32	$116.32	$5,883.68	98.1
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$103.96	$103.96	$896.04	89.6
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$0.00	$0.00	$16,200.00	100.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$644.90	$644.90	$41,055.10	98.5

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$520.00	$520.00	$6,180.00	92.2
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$54.00	$54.00	$18,946.00	99.7
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$0.00	$31,500.00	100.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,164.59	$1,164.59	$9,335.41	88.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$11.10	$11.10	$1,988.90	99.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$666.16	$666.16	$19,333.84	96.7
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$68.92	$68.92	$10,931.08	99.4
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$23.06	$23.06	$1,776.94	98.7
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,173.02	$1,173.02	$84,146.98	98.6
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$20.00	$20.00	$780.00	97.5
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$300.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$3,645.00	$3,645.00	$23,355.00	86.5
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,575.99	$1,575.99	$23,424.01	93.7
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,637.26	$6,637.26	$103,362.74	94.0
3.53 WATER	$4,000.00	$0.00	$4,000.00	$276.75	$276.75	$3,723.25	93.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$564.75	$564.75	$7,435.25	92.9
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$1,500.50	$1,500.50	$115,028.50	98.7
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$67.71	$67.71	$232.29	77.4
3.91 DUES	$2,600.00	$0.00	$2,600.00	$1,606.53	$1,606.53	$993.47	38.2
3.93 TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$13,982.21	$13,982.21	$88,221.79	86.3
Subtotal	*$595,073.00*		$595,073.00	$33,857.55	$33,857.55	$561,215.45	94.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$735.00	$735.00	$40,865.00	98.2
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$2,371.09	$2,371.09	$147,628.91	98.4
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$802.14	$802.14	$15,797.86	95.2
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$327.01	$327.01	$63,572.99	99.5
Subtotal	*$272,100.00*		$272,100.00	$4,235.24	$4,235.24	$267,864.76	98.4
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$183,466.66	$183,466.66	$2,480,076.34	93.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **01/01/20** *To* **01/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$4,775.00	$4,775.00	$25,225.00	84.1
3.61 BUILDING & STRUCTURES	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$500,000.00	100.0
Subtotal	*$540,000.00*		$540,000.00	$4,775.00	$4,775.00	$535,225.00	99.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$0.00	$186,872.00	100.0
Subtotal	*$186,872.00*		$186,872.00	$0.00	$0.00	$186,872.00	100.0
Grand Total	$726,872.00	$0.00	$726,872.00	$4,775.00	$4,775.00	$722,097.00	99.3

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **01/01/20** *To* **01/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 815 SALES TAX

Jasper County Public Library

Report Date: From **01/01/20** *To* **01/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.93 TAXES & ASSESSMENTS	$0.00	$0.00	$0.00	$167.76	$167.76	($167.76)	#Div/0!
Subtotal	*$0.00*		$0.00	$167.76	$167.76	($167.76)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$167.76	$167.76	($167.76)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **01/01/20** *To* **01/31/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	1	PAYROLL	01/10/20	PAYROLL	$58,180.33
37372	2	AARON'S LAWN CARE	01/13/20	DeM & Wh: Snow removal	$340.00
37373	3	ANTHEM BLUE CROSS BLUE	01/13/20	Health insurance premiums- January 2020	$13,629.58
37374	4	ANTHEM LIFE	01/13/20	Life insurance premiums- January 2020	$109.39
37375	5	AVC TECHNOLOGY CORPORA	01/13/20	2020 AVC Accounting & Payroll software service agreement	$1,692.00
37376	6	BAKER & TAYLOR	01/13/20	Books, Continuations, AV, Auto. Yours	$2,078.07
37377	7	BAKER & TAYLOR ENTERTAIN	01/13/20	AV	$57.89
37378	8	BLUETARP FINANCIAL, INC	01/13/20	Quarter round, blank plate, box cover	$4.72
37379	9	BUSINESS CARD	01/13/20	Library supplies, Conference/Workshop expenses, magnifying desk lamp, Flickr subscription, Facebook advertising, Adobe Photoshop Elements, postage	$395.10
37380	10	CENTURYLINK	01/13/20	Rens: Fax line- January 2020	$56.17
37381	11	CI INSURANCE	01/13/20	D & O Professional Liability renewal	$3,645.00
37382	12	CULLIGAN WATER CONDITIO	01/13/20	Wh: Water Cooler Rental- January 2020, 5-gallon drinking water- 5	$57.21
37383	13	DANIEL VAN BLAIRCOM	01/13/20	Mileage 7/15-12/20/19	$20.01
37384	14	DELL MARKETING L.P.	01/13/20	Toner	$388.71
37385	15	DELTA DENTAL	01/13/20	Dental insurance premiums- January 2020	$540.26
37386	16	DEMOTTE CHAMBER OF COM	01/13/20	2020 Chamber Membership dues	$60.00
37387	17	DONNA BARKO	01/13/20	Mileage 12/26/19-1/3/20	$37.93
37388	18	ENA SERVICES LLC	01/13/20	Internet Service- December 2019	$1,782.00
37389	19	FIRST MERCHANTS BANK	01/13/20	Lockbox Rental, 2020	$55.00
37390	20	GRAINGER	01/13/20	Light bulbs, spray bottles	$114.52
37391	21	INDIANA LIBRARY FEDERATIO	01/13/20	2020 Library Membership dues; 2019 Statehouse Day registration- J. Umlauf	$1,431.53
37392	22	JASPER COUNTY ABSTRACT	01/13/20	Updated title work for DeMotte properties	$775.00
37393	23	KIRBY RISK CORPORATION	01/13/20	Photo sensor, light switches	$103.96
37394	24	KONE, INC.	01/13/20	DeM: Elevator maintenance agreement 1/1-3/31/2020	$469.71
37395	25	MICHAEL R. ANDERSON	01/13/20	Rens: Snow removal	$250.00
37396	26	MIDDLEBURY COMMUNITY PU	01/13/20	2020 NICCL dues	$50.00
37397	27	MIDWEST TAPE	01/13/20	AV	$127.20
37398	28	NIMBO IP LLC	01/13/20	Monthly Managed Service- December 2019	$815.00
37399	29	NIPSCO	01/13/20	DeM & Wh: Gas & electric service 12/2/19-1/2/20	$5,311.99
37400	30	NITCO	01/13/20	DeM: Local phone service- January 2020, Long Distance service- 11/21-12/20/19	$228.73
37401	31	OFFICE DEPOT	01/13/20	Copy paper	$32.99
37402	32	PRECISION CONTROL SYSTE	01/13/20	DeM: HVAC repair & preventative maintenance	$1,232.32
37403	33	ROEING CORPORATION	01/13/20	Tech Maintenance Support - 1st Installment 2020	$6,250.00
37404	34	STERLING COMPUTERS	01/13/20	Monitor	$735.00
37405	35	SWANK MOVIE LICENSING US	01/13/20	Wh: Public Performance Site License 2/1/20-1/31/21	$520.00
37406	36	THE LIBRARY CORPORATION	01/13/20	Enhanced Content Renewal: Mar 2020-Feb 2021; SIP Communications Protocol: Mar 2020-Feb 2021; credit for cancellation of Serials	$3,722.00
37407	37	TREASURER OF JASPER COU	01/13/20	Remittance of delinquent property taxes withheld from employee	$22.92
37408	38	UNIQUE MANAGEMENT SERVI	01/13/20	Collections: Initial/Secondary Placements- December 2019	$89.50
37409	39	USA TODAY #8872	01/13/20	DeM: Newspaper subscription Acct# UT4179744	$340.14
37410	40	VSP INSURANCE CO. (CT)	01/13/20	Vision insurance premiums- January 2020	$214.74
37411	41	WORLD BOOK INC.	01/13/20	Books	$458.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37412	42	INDIANA NEWSPAPERS INC.	01/13/20	Rens: Journal & Courier newspaper subscription Acct# 010542359	$293.00
37413	43	INDIANA WASTE SERVICE	01/13/20	DeM & Wh: Trash pick-up January 2020	$140.00
37414	44	M W INSURANCE AGENCY	01/13/20	Board Treasurer and Assistant Treasurer Bonds	$300.00
37415	45	RENSSELAER CHAMBER OF C	01/13/20	2020 Annual Membership Dues	$75.00
37416	46	TECH LOGIC	01/13/20	CircIT Software Renewal- 1yr (3/1/2020-2/28/2021)	$1,308.00
37417	47	TIEMENS LAND SURVEYING, I	01/13/20	DeM: Boundary & Topographic Survey	$4,000.00
0	48	PAYROLL	01/24/20	PAYROLL	$56,149.57
0	49	CHRISTINA SANDERS	01/10/20	Courier Mileage: 12/16/19 - 12/30/19 (Conf # 876)	$251.72
0	50	Great-West Retirement	01/10/20	Annuity withheld 01/10/20 payroll (Conf #879)	$1,420.00
0	51	INDIANA DEPT. OF WORKFOR	01/10/20	4th Quarter 2019 Unemployment Compensation Pymt (Conf #1698285)	$239.68
0	52	INPRS fbo PERF	01/10/20	INPRS Contributions 1/10/20 Payroll	$6,986.95
0	53	IRS USA TAXPAYMENT	01/10/20	Federal Withholding, Medicare & FICA withheld 01/10/20 Payroll & Ins. (Acknowledgement 80623183)	$12,740.78
0	54	TOWN OF DEMOTTE	01/10/20	Dem: Sewer & Water : December 2019 (Conf #877)	$168.90
0	55	TOWN OF WHEATFIELD	01/10/20	WH: Sewer Service January 2020 (Conf #878)	$77.35
0	56	AFLAC	01/24/20	Supplement Insurance December 2019 (Conf #883)	$1,015.72
0	57	ALLIANCE BANK	01/24/20	Direct Deposit Fees - December 2019	$36.70
0	58	CENTURYLINK	01/24/20	Wh: Fax line January 2020 (Conf #881)	$64.69
0	59	CITY OF RENSSELAER	01/24/20	Rens: Utilities 12/06/2019 - 01/07/20 (Conf #882)	$3,312.01
0	60	CHRISTINA SANDERS	01/24/20	Courier Mileage: 1/02/20 - 1/15/2020 (Conf # 880)	$356.50
0	61	Great-West Retirement	01/24/20	Annuity withheld 01/24/20 payroll (Conf #886)	$1,420.00
0	62	INDIANA DEPARTMENT OF RE	01/24/20	State & County Taxes withheld January 2020 Payrolls	$6,785.13
0	63	INPRS fbo PERF	01/24/20	INPRS Contributions 1/24/20 Payroll	$6,794.64
0	64	IRS USA TAXPAYMENT	01/24/20	Federal Withholding, Medicare & FICA withheld 01/24/20 Payroll & Ins. (Acknowledgement 03506794)	$12,244.57
0	65	POST TRIBUNE	01/24/20	DeM: Newspaper subscription Acct# 44365252 (Conf #884)	$169.00
0	66	SPRINT	01/24/20	Hotspot Data Service 12/12/19 - 01/11/20 (Conf #885)	$1,173.02
0	67	INDIANA DEPT OF REVENUE	01/31/20	Sales Tax collected in 2019 less discount. (paid via Intax pymt# 20Z0027482735)	$167.76
0	68	SQUARE, INC	01/31/20	Merchant Processing Fees- January 2020	$27.49
0	69	ALLIANCE BANK	01/31/20	Positive Pay Fee- January 2020	$15.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$224,157.80**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 05, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $224,157.80

Date this 10th **day of** February **,20** 20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,585.75	$2,585.75
DeMotte	$888.95	$888.95		
Rensselaer	$1,133.91	$1,133.91		
Wheatfield	$562.89	$562.89		
PHOTOCOPIES:			$1,118.50	$1,118.50
DeMotte	$301.10	$301.10		
Rensselaer	$604.10	$604.10		
Wheatfield	$213.30	$213.30		
INTEREST (Checking, Repurchase, CDs):			$66.66	$66.66
TAXES:			$54,115.67	$54,115.67
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$54,115.67		
TAXABLE SALES:-			$16.06	$16.06
REFUNDS:			$787.05	$787.05
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$100.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$687.05	$687.05		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$58,689.69**	**$58,689.69**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$5,103.99	$5,103.99
DeMotte	$2,525.00	$2,525.00		
Rensselaer	$2,133.99	$2,133.99		
Wheatfield	$445.00	$445.00		
LIB. IMPROV. RESERVE FUND:			$19.70	$19.70
Interest Earned	$19.70	$19.70		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,965.52	$2,965.52
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,965.52	$2,965.52		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$21,384.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$8.14	$8.14
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$88,171.04**	**$88,171.04**

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WITHHOLDING ACCOUNT FUNDS:			$33,765.37	$33,765.37
FIT Tax Collected	$7,937.17	$7,937.17		
FICA Collected	$8,524.09	$8,524.09		
State Tax Collected	$3,815.63	$3,815.63		
County Tax Collected	$2,969.50	$2,969.50		
INPRS	$3,485.84	$3,485.84		
Deferred Comp Plan	$2,840.00	$2,840.00		
Pre-tax Insurance Plan	$3,749.03	$3,749.03		
Life Insurance	$421.19	$421.19		
Garnishments	$22.92	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$121,936.41**	**$121,936.41**

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Voucher List

Jasper County Public Library

Report Date: From **02/01/20** ***To*** **02/10/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	70	PAYROLL	02/10/20	PAYROLL	$59,369.70
0	71	CHRISTINA SANDERS	02/10/20	Courier Mileage: 1/16/20 - 1/31/2020 (Conf # 889)	$427.80
0	72	Great-West Retirement	02/10/20	Annuity withheld 02/10/20 payroll (Conf #890)	$1,420.00
0	73	INPRS fbo PERF	02/10/20	INPRS Contributions 2/10/20 Payroll	$7,174.92
0	74	IRS USA TAXPAYMENT	02/10/20	Federal Withholding, Medicare & FICA withheld 2/10/20 Payroll & Ins. (Acknowledgement 24367636)	$13,019.82
0	75	TOWN OF DEMOTTE	02/10/20	Dem: Sewer & Water : January 2020 (Conf #888)	$168.90
0	76	TOWN OF WHEATFIELD	02/10/20	WH: Sewer Service February 2020 (Conf #887)	$77.35
37418	77	AARON'S LAWN CARE	02/10/20	DeM & Wh: Snow removal 1/18-1/25/20	$520.00
37419	78	ANTHEM BLUE CROSS BLUE	02/10/20	Health insurance premiums- February 2020	$13,629.58
37420	79	ANTHEM LIFE	02/10/20	Life insurance premiums- February 2020	$109.39
37421	80	BLUETARP FINANCIAL, INC	02/10/20	Ceiling tiles	$49.84
37422	81	CANDICE N. KASNICK	02/10/20	Patron refund for overpayment.	$8.99
37423	82	CARDINAL COPIER SOLUTION	02/10/20	Quarterly maintenance agreement on DeMotte staff copier 10/10/19-1/9/20	$1,167.02
37424	83	CARNEGIE PUBLIC LIBRARY	02/10/20	Lost SRCS item #180401	$22.99
37425	84	CHICAGO TRIBUNE	02/10/20	DeM & Rens: Newspaper subscriptions Acct# 20468938	$728.00
37426	85	COMMONWEALTH TECHNOLO	02/10/20	Quarterly maintenance agreements on Rens. & Wh staff copiers	$870.36
37427	86	CULLIGAN WATER CONDITIO	02/10/20	Wh: Water Cooler Rental- February 2020	$12.71
37428	87	DELTA DENTAL	02/10/20	Dental insurance premiums- February 2020	$540.26
37429	88	DEMCO	02/10/20	Library supplies	$573.24
37430	89	ENA SERVICES LLC	02/10/20	Internet Service- January 2020	$1,782.00
37431	90	FERGUSON FACILITIES #3400	02/10/20	Janitorial supplies	$177.02
37432	91	GRAINGER	02/10/20	Exit signs, light bulbs	$498.36
37433	92	HAMSTRA BUILDERS, INC.	02/10/20	Wh: 2020 HVAC Service Contract	$1,255.57
37434	93	ICC BUSINESS PRODUCTS	02/10/20	Office, library, & janitorial supplies	$574.90
37435	94	INDIANA DEPT. OF ENVIRONM	02/10/20	Wh: Annual public water system fee	$100.00
37436	95	INDIANA LIBRARY FEDERATIO	02/10/20	Library Statehouse Day registrations- P. Stringfellow, J. Umlauf	$30.00
37437	96	KENT ADHESIVE PRODUCTS	02/10/20	Library supplies	$130.61
37438	97	KROGER GARDIS & REGAS, L	02/10/20	Legal Assistance- Personnel Matters	$150.00
37439	98	LINDA POORTENGA	02/10/20	Mileage 1/16-1/17/20	$80.50
37440	99	MICHAEL R. ANDERSON	02/10/20	Rens: Snow removal 1/25/20	$50.00
37441	100	NIMBO IP LLC	02/10/20	Monthly Managed Service- January 2020	$815.00
37442	101	NIPSCO	02/10/20	DeM & Wh: Gas & electric service 1/2-2/3/20	$5,398.76
37443	102	NITCO	02/10/20	DeM: Local phone service- February 2020, Long Distance service- 12/21/19-1/20/20	$222.33
37444	103	POST TRIBUNE	02/10/20	DeM & Rens: Newspaper subscriptions Acct# 44365252	$193.24
37445	104	PRECISION CONTROL SYSTE	02/10/20	DeM: HVAC repair & preventative maintenance	$2,919.66
37446	105	TRUGREEN PROCESSING CE	02/10/20	Ice melt	$120.00
37447	106	VSP INSURANCE CO. (CT)	02/10/20	Vision insurance premiums- February 2020	$214.74
37448	107	WAL-MART COMMUNITY/SYN	02/10/20	Library & maintenance supplies, AV	$450.64
37449	108	ACE HARDWARE	02/10/20	Maintenance supplies, shredder, extension cords	$189.10
37450	109	BAKER & TAYLOR	02/10/20	Books, Continuations, AV, Auto. Yours	$8,305.14
37451	110	BAKER & TAYLOR ENTERTAIN	02/10/20	AV	$3,093.99
37452	111	BARNES & NOBLE, INC	02/10/20	Books	$34.35
37453	112	BUSINESS CARD	02/10/20	Library supplies, marketing advertising, Facebook advertising, background check, meeting expenses	$1,244.58
37454	113	CENTURYLINK	02/10/20	Rens: Fax line- February 2020	$56.17

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37455	114	DELL MARKETING L.P.	02/10/20	Toner	$129.19
37456	115	INDIANA GROCERY GROUP, L	02/10/20	Directors Meeting expenses, Teen program supplies	$33.90
37457	116	INDIANA WASTE SERVICE	02/10/20	DeM & Wh: Trash pick-up February 2020	$140.00
37458	117	MIDWEST TAPE	02/10/20	AV, audiobook sleeves	$1,326.91
37459	118	OFFICE DEPOT	02/10/20	Office, janitorial, library, and maintenance supplies, weather radios	$1,218.05
37460	119	OVERDRIVE, INC.	02/10/20	Annual Maintenance Fee, Deposit on Account for Future Content Purchases	$8,075.00
37461	120	QUILL LLC	02/10/20	Office, janitorial, library, and maintenance supplies	$372.77
37462	121	RENSSELAER REPUBLICAN	02/10/20	Rens & Wh: Newspaper subcriptions	$289.98
37463	122	UNIQUE MANAGEMENT SERVI	02/10/20	Collections: Initial/Secondary Placements- January 2020	$187.95

Total Amount of Claims **$139,751.28**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 10, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$139,751.28**

Date this__________day of _______________________,20______.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

M
A
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 9, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of February Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 14)
- Workshop Requests (R 14)

General Business

DeMotte Library Parking Lot Project Proposal (R 14)	Action
Fine Free Library (R 14)	Action
Director's Report (R 14-R 18)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **February 10, 2020**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Janet Umlauf, Julie Davidson, Janelle Harper, Kristie Housman, Patricia Stringfellow, Linda Poortenga, & Janice Wilma

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Holiday Policy and Library Behavior Policy revisions, and workshop request to send four staff to TLCU were approved as presented on a motion by J. Davidson and seconded by J. Umlauf. Motion passed.

Oath of Office – Assistant Treasurer: J. Harper, Assistant Treasurer, took the Oath of Office and signed the bond document.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian:
J. Wilma, Rensselaer Youth Services Librarian shared that the first three Tuesdays of every month we provide story times for our pre-school patrons, gearing monthly activities to a different age group: Lap sit 0 to 23 months, Toddler Time 2 and 3 yr olds, and Story Time 3 to 5 yr olds. The program usually involves a story, sometimes using puppets or stuffed animals to hold the children's interest. We also may include finger plays and music. For some story times we will include some gross motor or fine motor activities such as tossing soft objects, rolling balls to each other, or dancing with scarves. Caregivers and other age children are always welcome to participate in all story times. We also offer Third Thursday, targeting first through fifth grade students. Each month there is a different theme and different activities. The students learn something about each subject and then do a hand's on activity that usually involves a project to take home. We provide a STEAM program-Science, Technology, Engineering, Art, Math- once a month. We have done hands-on programs with droids, a flight simulator, and alternative forms of energy. Our Magnificent Monday program that provides stories and crafts for individuals with developmental disabilities has seen a significant increase in attendance from last year. Our Summer Reading Program theme last summer was "A Universe of Stories". Silly Safaris was a big hit as usual, and our t-shirt decorating brought in a very big crowd. The kids enjoyed all the art projects related to the sun and planets. Another program involved making rockets and aliens from recycled materials and craft supplies. It is great to see the children's imaginations take off. Our grand finale was held indoors because the temperature was in the 90's. We played games and drew the names for the grand prizes. We participated in Family Night at the Farmers Market, Family Fun Fair and helped out with the library booth at the fair.

L. Poortenga, Rensselaer Headquarters Librarian, shared that we proctored three exams on short notice for a student who moved to the area from Kansas. These exams were the last exams required before he completed his degree. The student and his professor were both appreciative. The professor wrote a thank you note, writing "Thanks very much for your part in making this class possible for Kurt. I think this has a chance to shorten his program. But that opportunity wouldn't have been possible without your part! So thanks on both his behalf and mine! May God bless you richly as you serve and do good to people like Kurt and I'm sure many others! Thanks! Professor Craig P. Jasperse. Minnesota State University Moorhead." Patrons are excited about and requesting the "We love Our Library signs". Jasper Newton Foundation conducted a community needs survey last year, so we promoted via our screensavers and posted a sign at our patron kiosk to encourage participation. Sandy Lanoue used a room to assist patrons with

Medicare Part D. She expressed deep thanks for the use of the room and the "most friendliest" of staff. Due to the fire in the Town Mall, we provided meeting space for a couple of affected organizations until more permanent accommodations were acquired. Upcoming collaborations and programs include: the IU Bicentennial Bus -March 16-21 with a week of Crimson and Cream crafts and food celebrating the arrival of the bus, the program - Moonlight in Duneland: a History of the 1920s South Shore Line Railroad on March 19 presented by Steve McShane, Archivist and Curator of the Indiana University Calumet Regional Archives, Eva Kor DVD and VR tour sessions on April 24, and "Securing the Vote" Suffrage Indiana State Library traveling exhibit -July 28-August 21. Our newest program, Geri-Fit has been very popular. We replaced four emergency EXIT signs with green ones and replaced the vandalized handicap posts/signs with new ones.

Logo Policy: P. Stringfellow presented a new policy, a Library Brand and Logo Use Policy, explaining that this policy will guide our steps in use of the library logo and will, hopefully, strengthen our brand. This policy will help staff understand the importance of both brand and logo and how to use them effectively. We also see that as a tool to be used by community partners who may need to use our logo/brand in collaboration with us. N. Waling moved and K. Housman seconded to adopt the Library Brand and Logo Use Policy. Motion passed.

DeMotte Parking Lot Project Update: P. Stringfellow reported that architect Harry Mohler met with Kim Kendrick, DeMotte Building Commissioner, on February 7 about the library's storm drain confirmed by our recent survey. He provided copies of the survey. The Town of DeMotte was previously unaware of the storm drain. Harry explained the objectives of the project and potential plans. The Town of DeMotte is very enthusiastic about the project. The viability of the storm drain will need to be evaluated. The Town of DeMotte offered to run cameras through it. H. Mohler did ask how far from an intersection must the curb cut for the entrance/exit be. The town will provide some guidance on this. H. Mohler will attend our March board meeting to further discuss parking lot plans and project estimates.

Director's Report: P. Stringfellow shared that today was Indiana Library Federation Statehouse Day and asked J. Umlauf who attended with P. Stringfellow to give her impression of the day. J. Umlauf explained that the interesting day began at the Indiana State Library with an overview of the day's activities. We visited the Statehouse and encouraged Representatives to vote yes to Senate Bill 410 which passed out of the Senate unanimously earlier this month. The bill fixes some of the problematic portions of House Enrolled Act 1343 from last year. It was a beneficial day. Senators and Representatives are plugged in to Indiana libraries. P. Stringfellow reminded board members to take their We Love Our Library sign home and place in their yard. Required Annual Reports have been completed and submitted to the Indiana State Library and the State Board of Accounts. We have completed exit communication for our remote audit.

Adjournment: With no further matters for discussion K. Kaluf adjourned the meeting at 6:32PM.

Kristie Housman

Kristie Housman, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
February 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	0	1	22
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	36	3	3	42
Blu-Ray (DBR)	241	9	7	257
Books on CD (DBKCD)	49	0	2	51
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	41	0	0	41
Digital Audiobooks (DDA)	34	0	0	34
DVD (DDVD)	1690	75	57	1822
Equipment (DEQP)	44	0	0	44
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	399	22	13	434
Fiction Fantasy (DFICF)	6	4	1	11
Fiction Inspirational (DFICI)	39	1	1	41
Fiction Mystery (DFICM)	79	8	2	89
Fiction New (DFICNEW)	428	14	15	457
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	6	3	1	10
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	104	0	4	108
Hanging Bags (DHANG)	14	0	0	14
Hotspots (DWIFI)	3	33	5	41
ILL (DILL)	33	1	1	35
Internet (DINTER)	595	0	0	595
Juv. Audio book (DJAUDB)	31	0	1	32
Juv. Biography (DJBIO)	41	0	1	42
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	45	0	0	45
Juv. Digital Device (DJDDP)	11	1	0	12
Juvenile Easy (DJE)	886	15	32	933
Juv. Easy Non-fiction (DJENF)	47	1	5	53
Juv. Easy Reader (DJER)	340	1	3	344
Juv. Easy Reader NF (DJERN)	7	0	0	7
Juv. Fiction (DJFIC)	561	21	21	603
Juv. Graphic Novel (DJGN)	40	1	4	45
Juv. Holiday books (DJHOL)	46	0	1	47
Juv. Launchpads (DPTAB)	2	0	0	2
Juv. Magazine (DJMAG)	6	0	1	7
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	257	12	16	285
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	133	2	0	135
Large Print Fiction (DLPF)	98	12	3	113
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	79	9	10	98
Large Print Nonfic (DLPNF)	12	0	0	12
Large Print Western (DLPW)	12	0	0	12
Magazine (DMAG)	400	1	0	401
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	1	3	7
Nonfiction 100 (DNF100)	10	0	3	13
Nonfiction 200 (DNF200)	11	5	1	17
Nonfiction 300 (DNF300)	32	6	1	39
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	13	0	0	13
Nonfiction 600 (DNF600)	119	12	2	133
Nonfiction 700 (DNF700)	70	4	2	76
Nonfiction 800 (DNF800)	14	4	1	19
Nonfiction 900 (DNF900)	31	7	2	40
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	68	4	1	73
Nonfiction (DNFIC)	14	0	2	16
Nonfiction New (DNFNEW)	140	18	14	172
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	1	6
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	94	0	94
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	10	0	1	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	96	2	3	101
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	1	1	7
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	17	0	22
Blu-Ray (RBR)	23	542	23	588
Books on CD (RBKCD)	6	60	1	67
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	99	1	106
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	108	2093	89	2290
Equipment (REQP)	0	5	0	5
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	36	455	11	502
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	18	304	16	338
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	56	8	65
Hanging Bag (RHANG)	0	6	0	6
Hotspots (RWIFI)	4	36	2	42
ILL (RILL)	0	18	0	18
Internet (RINTER)	0	602	0	602
Juv. Audio book (RJAUDB)	1	7	3	11
Juv. Biography (RJBIO)	2	24	0	26
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	5	16	0	21
Juv. Digital Device (RJDDP)	0	3	0	3
Juvenile Easy (RJE)	20	274	15	309
Juv. Easy Non-fiction (RJENF)	0	47	1	48
Juv. Easy Reader (RJER)	8	322	3	333
Juv. Easy Reader NF (RJERN)	3	13	0	16
Juv. Fiction (RJFIC)	19	269	8	296
Juv. Graphic Novel (RJGN)	1	5	2	8
Juv. Launchpads (RPTAB)	2	3	0	5
Juv. Magazine (RJMAG)	0	1	0	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	13	153	19	185
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	8	219	1	228
Large Print Fiction (RLPF)	1	145	0	146
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	6	90	2	98
Large Print Nonfic (RLPNF)	1	10	0	11
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	135	0	135
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	1	3
Non-Fiction 100 (RNF100)	2	6	1	9

Non-Fiction 200 (RNF200)	5	18	0	23
Non-Fiction 300 (RNF300)	4	44	9	57
Non-Fiction 400 (RNF400)	1	1	0	2
Non-Fiction 500 (RNF500)	3	19	1	23
Non-Fiction 600 (RNF600)	17	122	17	156
Non-Fiction 700 (RNF700)	6	34	0	40
Non-Fiction 800 (RNF800)	4	13	1	18
Non-Fiction 900 (RNF900)	0	26	0	26
Nonfiction Blu-Ray (RNFBR)	0	7	0	7
Nonfiction DVD (RNFDVD)	21	114	1	136
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	29	151	27	207
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	7	0	7
Professional Coll. (RPRO)	0	7	0	7
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	3	0	3
SRCS (SRCS) DeMotte	91	10	0	101
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	14	2	30	46
STEAM Kits (RSTEAM)	0	6	0	6
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	3	1	4
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	54	2	63
YA Music CD (RYACD)	1	10	0	11
YA Nonfiction (RYANF)	0	0	4	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	17	20
Blu-Ray (WBR)	22	15	369	406
Books on CD (WBKCD)	14	8	109	131
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	4	76	86
Digital Audiobooks (WDA)	0	0	14	14
DVD (WDVD)	74	46	1550	1670
Equipment (WEQP)	0	0	6	6
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	27	23	253	303
Fiction Fantasy (WFICF)	0	0	9	9
Fiction Inspirational (WFICI)	12	4	26	42
Fiction Mystery (WFICM)	2	3	78	83

Fiction New (WFICNEW)	31	9	147	187
Fiction Science Fiction (WFICSF)	0	2	2	4
Fiction Western (WFICW)	0	0	24	24
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	6	46	53
Hanging Bags (WHANG)	0	0	9	9
Hotspots (WWIFI)	1	34	6	41
ILL (WILL)	0	1	27	28
Internet (WINTER)	0	0	269	269
Juv. Audio book (WJAUDB)	0	0	21	21
Juv. Biography (WJBIO)	2	1	15	18
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	9	10
Juv. Digital Device (WJDDP)	0	0	4	4
Juvenile Easy (WJE)	38	14	509	561
Juv. Easy Non-fiction (WJENF)	4	1	24	29
Juv. Easy Reader (WJER)	18	8	219	245
Juv. Easy Reader NF (WJERN)	0	0	9	9
Juv. Fiction (WJFIC)	39	21	235	295
Juv. Graphic Novel (WJGN)	2	0	21	23
Juv. Launchpads (WPTAB)	1	1	5	7
Juv. Magazine (WJMAG)	1	0	12	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	11	114	133
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	23	3	231	257
Large Print Fiction (WLPF)	6	11	79	96
Large Print Inspirational (WLPI)	0	0	5	5
Large Print Mystery (WLPM)	0	2	24	26
Large Print New (WLPN)	1	6	64	71
Large Print Nonfic (WLPNF)	1	1	9	11
Large Print Western (WLPW)	0	0	3	3
Magazine (WMAG)	32	4	46	82
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	4	0	2	6
Non-Fiction 200 (WNF200)	7	2	2	11
Non-Fiction 300 (WNF300)	1	5	13	19
Non-Fiction 400 (WNF400)	0	1	0	1
Non-Fiction 500 (WNF500)	1	1	3	5
Non-Fiction 600 (WNF600)	6	13	56	75
Non-Fiction 700 (WNF700)	9	1	17	27
Non-Fiction 800 (WNF800)	1	0	1	2
Non-Fiction 900 (WNF900)	0	4	26	30
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	29	6	51	86
Nonfiction (WNFIC)	0	3	0	3
Nonfiction New (WNFNEW)	12	2	43	57
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	2	2
Reference (WREF)	0	0	1	1
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	9	9
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	6	6
Vertical file (WVF)	2	0	1	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	6	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	8	9	98	115
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	4	6
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	8530	7398	5590	21518

CIRCULATION BY HOLDINGS CODE
February 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	0	1	22
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	43	21	20	84
Blu-Ray (BR)	289	573	400	1262
Books on CD (BKCD)	69	68	112	249
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	53	103	77	233
Digital Audiobooks (DA)	34	6	14	54
DVD (DVD)	1872	2214	1696	5782
Equipment (EQP)	44	5	6	55
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	462	500	277	1239
Fiction Fantasy (FICF)	6	4	10	20
Fiction Inspirational (FICI)	51	5	27	83
Fiction Mystery (FICM)	81	11	80	172
Fiction New (FICNEW)	477	327	178	982
Fiction Science Fiction (FICSF)	9	2	2	13
Fiction Western (FICW)	6	3	25	34

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	106	62	58	226
Hanging Bags (HANG)	14	6	9	29
Hotspots (WIFI)	8	103	13	124
ILL (ILL)	33	20	28	81
Internet (INTR)	595	602	269	1466
Juv. Audio book (JAUDB)	32	7	25	64
Juv. Biography (JBIO)	45	25	16	86
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	51	16	9	76
Juv. Digital Device (JDDP)	11	4	4	19
Juvenile Easy (JE)	944	303	556	1803
Juv. Easy Non-Fiction (JENF)	51	**49**	30	130
Juv. Easy Reader (JER)	366	331	225	922
Juv. Easy Reader NF (JERN)	10	13	9	32
Juv. Fiction (JFIC)	619	311	264	1194
Juv. Graphic Novel (JGN)	43	6	23	72
Juv. Holiday (JHOL)	46	0	1	47
Juv. Launchpads (PTAB)	5	4	5	14
Juv. Magazine (JMAG)	7	1	13	21
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	278	176	149	603
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	164	224	232	620
Large Print Fiction (LPF)	105	168	82	355
Large Print Inspirational (LPI)	0	0	5	5
Large Print Mystery (LPM)	0	2	24	26
Large Print New (LPN)	86	105	76	267
Large Print Nonfic (LPNF)	14	11	9	34
Large Print Western (LPW)	12	0	3	15
Magazine (MAG)	432	140	46	618
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	3	7	13
Non-Fiction 100 (NF100)	16	6	6	28
Non-Fiction 200 (NF200)	23	25	3	51
Non-Fiction 300 (NF300)	37	55	23	115
Non-Fiction 400 (NF400)	4	2	0	6
Non-Fiction 500 (NF500)	17	20	4	41
Non-Fiction 600 (NF600)	142	147	75	364
Non-Fiction 700 (NF700)	85	39	19	143
Non-Fiction 800 (NF800)	19	17	3	39
Non-Fiction 900 (NF900)	31	37	28	96
Non-Fiction Blu-Ray (NFBR)	3	7	1	11
Non-Fiction DVD (NFDVD)	118	124	53	295
Nonfiction (NFIC)	14	3	2	19
Nonfiction New (NFNEW)	181	171	84	436
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	7	0	7

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	7	2	10
Reference (REF)	26	12	50	88
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	7	10	22
Software (SWAR)	0	3	0	3
SRCS (SRCS) DeMotte	91	10	0	101
SRCS (From other libraries III-SRC	0	94	0	94
SRCS (SRCSW) Wheatfield	14	2	30	46
STEAM Kits (STEAM)	10	6	7	23
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	0	4	7	11
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	1	6	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	111	65	103	279
YA Music CD (YACD)	1	10	0	11
YA Nonfiction (YANF)	7	1	9	17
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	1	1	2
				0
Free reads	203	218	43	464
Games/Puzzles	96	59	17	172
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8855	7695	5701	22251

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1498	1346	833	3677
Nonfiction	695	603	371	1669
CHILDREN'S BOOKS				
Fiction	2167	1188	1310	4665
Nonfiction	420	250	196	866
YA BOOKS				
Fiction	217	127	161	505
Nonfiction	8	1	9	18
Preloaded Dig Dev, Child	5	4	5	14
Magazines, Adult	432	140	0	572
Magazines, Children	7	1	13	21
Sound Recordings, adult	156	182	216	554
Sound Recordings, ch	98	39	43	180
Online databases	0	0	0	0
Software	0	3	0	3
SRCS	105	106	30	241
STEAM Kits	10	6	7	23

Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	2283	2925	2152	7360
Equipment	52	108	19	179
Total	8153	7030	5365	20548
A-V Circulation	2537	3149	2411	8097
A-V Circulation as % of total	31.1%	44.8%	44.9%	39.4%

CIRCULATION STATISTICS

February 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	130	90	**1,498**	74	97	**1,346**	49	606	**833**	**3,677**
Nonfiction	127	208	**695**	66	323	**603**	17	3	**371**	**1,669**
CHILDREN'S BKS										
Fiction	84	3	**2,167**	43	3	**1,188**	58	1	**1,310**	**4,665**
Nonfiction	15	0	**420**	19	100	**250**	8	54	**196**	**866**
YA BOOKS										
Fiction	19	1	**217**	16	1	**127**	27	0	**161**	**505**
Nonfiction	1	0	**8**	1	0	**1**	1	0	**9**	**18**
Preloaded Dig Dev	2	0	**5**	0	0	**4**	0	0	**5**	**14**
Magazines,Adult	0	0	**432**	0	0	**140**	0	0	**0**	**572**
Magazines, Child	0	0	**7**	0	0	**1**	0	0	**13**	**21**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**216**	**216**
Sound Rec/Adult	7	0	**156**	9	0	**182**	23	19	**43**	**381**
Sound Rec/Child	0	0	**98**	1	0	**39**	6	0	**0**	**137**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**3**	0	0	**30**	**33**
SRCS	0	0	**105**	0	0	**106**	0	0	**7**	**218**
STEAM Kits	0	0	**10**	0	0	**6**	0	0	**0**	**16**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**2,152**	**2,153**
DVD/BluRay	31	10	**2,283**	83	230	**2,925**	35	4	**19**	**5,227**
Equipment	0	0	**52**	0	0	**108**	0	0	**0**	**160**
TOTAL	416	312	**8,153**	312	754	**7,030**	224	687	**5,365**	**20,548**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,495	77,134	61,609
Circulation Increase/Decrease	**10.2%**	**-3.0%**	**-4.7%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	20,274	20,548	1.4%
Jan. to date circulation	40,175	41,707	3.8%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,891	23,931	15,990	15,967	17,199	16,642	**Fiction**
19,826	19,745	19,714	19,457	8,363	8,377	**Nonfiction**
						CHILDREN'S BKS
15,853	15,934	14,195	14,235	13,619	13,676	**Fiction**
9,248	9,263	6,302	6,221	6,592	6,546	**Nonfiction**
						YA BOOKS
2,399	2,417	3,296	3,311	3,427	3,454	**Fiction**
627	628	405	406	153	154	**Nonfiction**
0	2	0	0	4	4	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,150	4,157	647	656	4,834	4,838	**Sound Rec/Adult**
679	679	4,494	4,495	890	896	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	15	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,412	7,433	11,725	11,578	6,893	6,924	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,391	84,495	77,576	77,134	62,072	61,609	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

February 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	369	80	338	73	367	80	1074	233
LOCAL HISTORY								
In person	7	2	7	2	0	0	14	4
Letters written	2	2	19	19	0	0	21	21
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	595	25	602	25	269	11	1466	61
Internet use-Wireless	1595		1827		783		4205	
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	30	4	0	0	36	5
Public FAX24	56		21		39		116	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	35	12	4	1	39	13
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	61		12		17		90	
Outreach activities	37	37	10	7	2	1	49	33
Meeting Room Use (no. of grou	40	13	75	25	33	11	148	49
Study room use	64	5	59	5	46	4	169	14
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	10	0	13	0	0	0	23	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2447	
IN-HOUSE USE ITEMS	1100		281		115		1496	
SELF-CHECKOUT USE	65		316		79		460	
INTERLIBRARY LOANS								
Requests made for:							100	25
Items rec'd for:							88	44
Items requested by other librari							108	
Items supplied to other libraries							113	57

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7574	11293	4698	23565
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	285	468	129	882
Number of New Patrons Added	36	30	14	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	2	12	0	0	4	24

Children's Programs (0-13)	15	90	12	72	13	78	40	240
Number attending	210		80		305		595	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	0		12		6		18	
Adult Programs	2	12	6	36	1	6	9	54
Number attending	145		69		44		258	
Senior Citizen Programs	7	42	3	18	3	18	13	78
Number attending	51		33		22		106	
Total Number of Programs	**26**	156	**24**	144	**18**	108	**68**	408
Total Persons Attending	**406**		**194**		**377**		**977**	
Total Attending Same Month Last Yr.	339		211		255		805	
Total Staff Hours Spent		321		316		216	853	966
Total Number of In-House Progra	**17**		**22**		**12**		**51**	
Total Attendance	**280**		**170**		**170**		**620**	
Total Number of Outreach Progra	**9**		**2**		**6**		**17**	
Total Attendance	**126**		**24**		**207**		**357**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4758	57.8%	4260	60.2%	4021	74.7%	13039	63.0%
Corporate	7	0.1%	0	0.0%	0	0.0%	7	0.0%
Juvenile 0-11	67	0.8%	119	1.7%	10	0.2%	196	0.9%
Juvenile-AV	685	8.3%	579	8.2%	504	9.4%	1768	8.5%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	128	1.6%	295	4.2%	153	2.8%	576	2.8%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	70	0.9%	15	0.2%	0	0.0%	85	0.4%
Reciprocal YA	0	0.0%	4	0.1%	0	0.0%	4	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	34	0.5%	0	0.0%	34	0.2%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	117	1.7%	0	0.0%	117	0.6%
Staff	2201	26.7%	1365	19.3%	504	9.4%	4070	19.7%
Walking books	40	0.5%	86	1.2%	25	0.5%	151	0.7%
YA 12-17	18	0.2%	10	0.1%	11	0.2%	39	2.9%
YA-AV	260	3.2%	189	2.7%	153	2.8%	602	2.9%
Total	8234		7073		5381		20688	
All items borrowed by nonresidents	198	2.4%	348	4.9%	153	2.8%	699	3.4%

R7

Salary Ordinance 2020
Updated 3/9/20

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Alicia Sanders	Clerk	$10.27	3/2/20	14	W

We have hired Alicia Sanders as a Wheatfield Clerk, replacing Catherine Lambert who no longer works for the library. Alicia will continue in her role as Publicity Assistant. Previously the Publicity Assistant position was included on the DeMotte staff list, but in consideration of Alicia's new role at Wheatfield Library, the Publicity position will now be a part of the Wheatfield Library staff list.

We have examined and approved the changes to the 2020 Jasper County Public Library Salary Ordinance. Dated 3/9/20.

Janet Umlauf

Natalie C. Waling

Kristi Hansen

R12

Jasper County Public Library, a Fine Free Library

Goal 3 of our **Long Range Plan 2020-2024** states: JCPL will evaluate services and collections and how they are marketed to the public. A stated objective beneath this goal is: JCPL will evaluate feasibility of new and expanded services such as **going fine free**, auto renewals, walking books, hours study, etc.

We have completed our evaluation of going fine free and recommend that the board approve JCPL going fine free.

In April 2018 the Indiana State Library offered a training webinar titled – Fine Free Libraries: What, Why, How. Several of us have viewed this webinar that **defines a Fine Free Library as a library that charges no fines for returned, overdue materials**. Charges still apply for lost, damaged, and/or unreturned materials.

Why go fine free? Going Fine Free is a user-friendly policy that may bring more community members into the library, especially the low-income populations who need us the most. Who do we alienate and/or disenfranchise with our overdue fines? It is good PR when you ease this burden. Front line staff regularly have unhappy conversations with patrons about fines. When you go fine free staff and patrons have more positive interactions, the conversation changes. Goodwill is the end result.

Nappanee Library went fine free in February 2011. The library director reports, *"Our customers like it. Some still think we have fines and are pleasantly surprised when we tell them they don't owe anything. We think our return rate is very good/almost excellent, but that may be due to the pre-overdue and overdue process we have in place. Our analyses at the time showed about a .08% loss. And it was well worth it! I have had staff tell me they are happier to come to work knowing that asking for fines was not part of their job. (Think about it... Imagine how many library staff members woke up this morning knowing that dealing with people and their fines for up to an estimated 25% of their day, already came to work in a poor mood.) Looking back eight years later, although we all have our bad days, the overall culture in our library has shifted due in part to not having frontline staff have the burden of asking for money and having to point out other people's mistakes in a public environment. The staff has a higher level of trust in our customers. There is no more wondering what excuse or what argument will be used "this time" at the sight of a particular "chronic offender". Offenders don't exist when you go fine free. The best is when people come in to ask for a new card or see if they still have a card and we tell them that they never returned something from x years ago. We then proceed to tell them to look for the items and if they find them and bring them back, they will not owe anything and can use the library again. No joke...it's amazing how quick they find/remember where stuff is."*

Fine Free initiatives for modern libraries are encouraged by the American Library Association - "The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services; urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue." (January 2019 – ALA Midwinter Meeting)

We recommend the following Fine Free parameters for JCPL:

- no more overdue fines will be charged - except for overdue fines on hotspots; overdue fines will be charged for hotspots
- patrons will be responsible for lost and/or damaged items and collection agency fees
- existing overdue fines will be forgiven

If the board approves, JCPL will go 'fine free' effective April 1 with a splashy launch during National Library Week, April 19-25.

In 2019 revenue from overdue fines was less than 1% of our operating receipts.

Numerous Indiana Libraries have gone fine free: West Lafayette Public Library, Tippecanoe County Public Library, Delphi Public Library, Monroe County Public Library (to name a few). In northwest Indiana that list includes - Lake County (to a fashion); Porter County Public Library; Whiting Public Library, Brook Public Library and Fulton County Public Library. Chicago Public Library is fine free.

A board vote is required.

Director's Report
February 2020

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2020 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2020 Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in March: Staff Complaint Policy, Public Purchase Policy, and Proctoring Policy. No revisions are recommended. That was easy!

Workshop Request: I am requesting permission to send Linda Poortenga and Melissa Smith to IGS Annual Meeting and Conference in Terre Haute, Indiana on April 18, 2020. Cost to attend this one-day genealogy-related workshop is $55 per person. Monies have been budgeted for continuing education opportunities such as this. Training topics include: researching military records, using tax records for genealogical problem solving, estate files, and the Wabash and Erie Canal. **If you approve the consent agenda, you will approve Linda Poortenga and Melissa Smith attending the IGS Annual Meeting and Conference.**

General Business

DeMotte Library Parking Lot Project Proposal: Architect, Harry Mohler, will attend our March meeting to present a proposed plan for our project.

Fine Free Library: Please see R 12 for a detailed recommendation regarding JCPL becoming a Fine Free Library. **A board vote is required to go Fine Free.**

Director's Report:

Our official audit report has been released. A copy was sent to Board President, Kevin, and to me this week. The report will be made available on the State Board of Accounts website www.in.gov/sboa. We are happy with the results!

Senate Bill 410 sailed through the House on March 2, passing unanimously on its third reading. This is great for public libraries as it now heads straight to the Governor's desk for his signature and will clarify HEA1343, making it easier for DLGF, adopting bodies, and public libraries to implement.

Our 'We Love Our Library' signs are still creating a buzz. The Indiana Library Federation has encouraged us to display them proudly for National Library Week.

I did view a DLGF Webinar on additional appropriations, moving forward online submissions through Gateway will now be required. This should streamline the process a bit.

This year we note Long Range Plan accomplishments as they relate to measurable outcomes; evidence will vary quarter to quarter, and we will remember it is a five-year plan. This is our first quarterly report under the new plan:

Goal 1 – JCPL is a welcoming community hub.
Measurable Outcomes:

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking – *accepted quote for landscape work at Rensselaer Library to commence in the spring; continued work on DeMotte Parking Lot project; cleaned carpets at all library locations; replaced big computer carrels at Rensselaer Library with smaller desks to increase patron maneuverability*

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.
Measurable Outcomes:

Evidence of new and continued collaboration – *in partnership with MCLS began to develop a Digital Literacies Learning Plan and create content for Staff Development Day; U.S. Census Bureau is using our meeting rooms for training and we are promoting the 2020 Census; since the Rensselaer downtown fire we are temporarily housing Work One's adult education program; partnered with Rensselaer First Christian Church who provided their parking lot for the IU Bicentennial Bus for our March program*

Evidence of continued communication with community school students and faculty – *continued outreach story times with local preschools and outreach activities for other agencies such as CDC*

Evidence of continued communication with community organizations, businesses, and government units – *continued participation and networking at Rotary and Chamber meetings*

Evidence of continued collaboration with other area libraries – *hosted NWI Directors' Meeting and attended various other counterparts meetings across the NW region*

Evidence of increased donations and support for the library – *distributed 150 'We Love Our Library' signs that were displayed all over our service area*

Evidence of increased awareness of community events – *began to promote Jasper Newton Foundation community calendar in library newsletter; added new reference link for Meal on Wheels Northwest Indiana to our community directory available on our website*

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.
Measurable Outcomes:

Maintained or increased number of patron requests acted upon – *ordered materials requested by patrons monthly*

Logo utilized on marketing and published materials – *adopted JCPL Library Brand & Logo Use Policy featuring a newly revised logo which was and will be utilized on newly imprinted items*

Evidence of increased community awareness of what the library is doing and why – *revamped library newsletter content and presentation and placed greater emphasis on social media hash tags to participate in trends (ex – Library Snapshot Day)*

Evidence of new and expanded services – *new NERF War/Capture the Flag event meets expressed community need for family activity; developed parameters for a Fine Free initiative which will be recommended to the board for adoption*

Goal 4 – JCPL engages its staff and community in lifelong learning.
Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement - *partnered with MCLS and began to develop a Digital Literacies Learning Plan and content for Staff Development Day*

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts – *participated in EVA Education Day, a statewide initiative, offered various arts and music programs*

System Administrator News

Sheila reports, "We need to upgrade our staff PCs to Office 2016 or 2019 by 10/2020 because the old 2007 and 2013 versions of Outlook won't work with Microsoft email archiving. I researched our options and budgeting. We will purchase 2016/2019 copies in March so that we can deploy our new Windows 10 PCs (purchased last fall) with Office 2019 on them. We will upgrade old Windows 7 PCs with Office 2016 after that as Office 2019 won't work on Windows 7 PCs. Chris and I upgraded our ESET antivirus software from v5 to v7. There are still settings to adjust, but the upgrade went fairly well."

Technical Services News

Becky reports, "I attended a webinar on BibFrame. I attended a web conference with Linda Poortenga entitled Work Smarter Not Harder, dealing with managing changes in automation for libraries, and I attended a meeting to create a Digital Literacy Learning Plan for JCPL in cooperation with MCLS. Peggy Michelin and I met with the Branch Managers and the Children's Librarians to make changes to the Automatically Yours lists, and the Continuations lists. I subsequently made those changes to our new lists for checking in items from Baker and Taylor. I also sent these updated lists to the selectors."

DeMotte Library News

Debbie reports, "The Underground Railroad event was GREAT!! We had over 55 people in attendance. Some wonderful comments we heard were: "This was so inspiring"; "Can you do another program like this?"; "We wish it was longer – so interesting we didn't want it to end". Neile shared that many people took notes during the program and thanked her for having this great event! There was much excitement in the air! The display case the past month has been decorated by Neile and themed, "Underground Railroad" to help advertise and bring awareness to both black history month, as well as the program to be held. . Neile has received many compliments for the case. It was so exciting to see the joy in Neile's face and her excited sharing as this event went so well!"

Rensselaer Library News

Janice shares, "The participants in Magnificent Monday and CDC workshop visit had a great time decorating paper birds with markers feathers and nesting materials. The CDC clients also got to make homemade bird feeders with bagels, peanut butter and bird seed. They really enjoyed the idea of taking them home and hanging them on a tree. The children from Head Start heard multicultural stories and did a multicultural themed craft. For our STEAM program we did some simple chemical reaction experiments, it's always fun to add vinegar to baking soda and watching it fizz."

Wheatfield Library News

Evie reports, "February was the month of meetings – Management Meeting, Harwood Conference Call, meeting with a book vendor, Digital Literacy Committee meeting, Continuations meeting, Homepage Committee meeting, clerk interviews, Friend meeting, Database Committee meeting, ASK Committee meeting…a new year means new commitments, new objectives, and new opportunities! We have been operating as normal – staff is busy assisting patrons; ordering and processing new materials;

planning and promoting programs; etc. I feel like we have had more people using our study rooms lately, as well as people using tables in the public areas to study."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT
February 29, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$189,681.12**	$373,147.78	**$57,162.38**	$115,852.07	**$549,442.96**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$1,638.46	$1,839.55	$1,186.48	$6,290.47	**$22,208.01**
DeMotte	$6,929.99	**$490.73**	$562.82	**$0.00**	$2,525.00	**$8,892.17**
Rensselaer	$8,077.28	**$733.14**	$835.09	**$495.00**	$2,628.99	**$9,871.18**
Wheatfield	$2,749.82	**$414.59**	$441.64	**$691.48**	$1,136.48	**$3,444.66**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$17.80**	$37.50	**$232,037.97**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$593.73**	$5,368.73	**$2,745.80**	$5,711.32	**$2,279,564.10**
Includes Investments of: $2,102,134.62						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$3,564.00	**$0.00**	$21,384.00	**$17,820.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$35.00**	$43.14	**$66.15**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,787.04**	$15,724.21	**$7,787.04**	$15,724.21	**$0.00**
FICA Tax Collected	$0.00	**$8,489.62**	$17,013.71	**$8,489.62**	$17,013.71	**$0.00**
State Tax Collected	$0.00	**$3,802.45**	$7,618.08	**$3,802.45**	$7,618.08	**$0.00**
County Tax Collected	$0.00	**$2,915.58**	$5,885.08	**$2,915.58**	$5,885.08	**$0.00**
INPRS	$0.00	**$3,473.87**	$6,959.71	**$3,473.87**	$6,959.71	**$0.00**
Deferred Comp Plan	$0.00	**$2,840.00**	$5,680.00	**$2,840.00**	$5,680.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,760.98**	$7,510.01	**$3,760.95**	$7,509.98	**($0.03)**
Life Insurance	$0.00	**$397.16**	$818.27	**$397.24**	$818.43	**$0.16**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$227,162.01**	**$451,319.81**	**$94,614.21**	**$216,550.62**	**$3,104,552.22**

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Bank Balances

Jasper County Public Library

Report as of: **02/29/20**

	Bank	
1	Alliance Bank	$1,002,147.60
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,102,134.62
	Total all banks =	**$3,104,552.22**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Printed on Wednesday, March 04, 2020

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$5,682.25**

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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **02/01/20** *To* **02/29/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$13,163.80	$66,396.20	83.5
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$99,362.16	$199,123.21	$989,328.79	83.2
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,899.27	$15,934.32	$80,717.68	83.5
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,489.62	$17,013.71	$87,383.29	83.7
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$239.68	$2,264.32	90.4
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,249.03	$20,544.78	$101,184.22	83.1
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,351.55	$22,691.10	$138,684.90	85.9
Subtotal	*$1,754,670.00*		$1,754,670.00	$143,981.63	$288,710.60	$1,465,959.40	83.5
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$1,329.94	$1,751.64	$6,248.36	78.1
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$468.48	$471.40	$6,028.60	92.7
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$248.18	$364.50	$5,635.50	93.9
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$66.83	$66.83	$1,933.17	96.7
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$58.16	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$103.96	$896.04	89.6
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$2,095.67	$2,095.67	$14,104.33	87.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$4,267.26	$4,912.16	$36,787.84	88.2
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$150.00	$150.00	$4,850.00	97.0
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$16.32	$536.32	$6,163.68	92.0
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$0.00	$54.00	$18,946.00	99.7
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$8,075.00	$8,075.00	$23,425.00	74.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,158.26	$2,322.85	$8,177.15	77.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$11.10	$1,988.90	99.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$864.80	$1,530.96	$18,469.04	92.3
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$39.51	$108.43	$10,891.57	99.0
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$113.76	$136.82	$1,663.18	92.4
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,130.32	$2,303.34	$83,016.66	97.3
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.00	$30.00	$770.00	96.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$3,645.00	$23,355.00	86.5
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,512.54	$3,088.53	$21,911.47	87.6
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,789.08	$13,426.34	$96,573.66	87.8
3.53 WATER	$4,000.00	$0.00	$4,000.00	$232.25	$509.00	$3,491.00	87.3
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$573.85	$1,138.60	$6,861.40	85.8
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$2,610.90	$4,111.40	$112,417.60	96.5
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$80.42	$219.58	73.2
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,606.53	$993.47	38.2
3.93 TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$8.99	$8.99	$191.01	95.5
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$4,676.18	$18,658.39	$83,545.61	81.7
Subtotal	*$595,073.00*		$595,073.00	$27,974.47	$61,832.02	$533,240.98	89.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$32.98	$767.98	$40,832.02	98.2
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$7,888.85	$10,259.94	$139,740.06	93.2
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$1,561.22	$2,363.36	$14,236.64	85.8
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$3,974.71	$4,301.72	$59,598.28	93.3
Subtotal	*$272,100.00*		$272,100.00	$13,457.76	$17,693.00	$254,407.00	93.5
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$189,681.12	$373,147.78	$2,290,395.22	86.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **02/01/20** *To* **02/29/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$4,775.00	$25,225.00	84.1
3.61 BUILDING & STRUCTURES	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$500,000.00	100.0
Subtotal	*$540,000.00*		$540,000.00	$0.00	$4,775.00	$535,225.00	99.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$593.73	$593.73	$186,278.27	99.7
Subtotal	*$186,872.00*		$186,872.00	$593.73	$593.73	$186,278.27	99.7
Grand Total	$726,872.00	$0.00	$726,872.00	$593.73	$5,368.73	$721,503.27	99.3

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **02/01/20** *To* **02/29/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **02/01/20** ***To*** **02/29/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	70	PAYROLL	02/10/20	PAYROLL	$59,369.70
0	71	CHRISTINA SANDERS	02/10/20	Courier Mileage: 1/16/20 - 1/31/2020 (Conf # 889)	$427.80
0	72	Great-West Retirement	02/10/20	Annuity withheld 02/10/20 payroll (Conf #890)	$1,420.00
0	73	INPRS fbo PERF	02/10/20	INPRS Contributions 2/10/20 Payroll	$7,174.92
0	74	IRS USA TAXPAYMENT	02/10/20	Federal Withholding, Medicare & FICA withheld 2/10/20 Payroll & Ins. (Acknowledgement 24367636)	$13,019.82
0	75	TOWN OF DEMOTTE	02/10/20	Dem: Sewer & Water : January 2020 (Conf #888)	$168.90
0	76	TOWN OF WHEATFIELD	02/10/20	WH: Sewer Service February 2020 (Conf #887)	$77.35
37418	77	AARON'S LAWN CARE	02/10/20	DeM & Wh: Snow removal 1/18-1/25/20	$520.00
37419	78	ANTHEM BLUE CROSS BLUE	02/10/20	Health insurance premiums- February 2020	$13,629.58
37420	79	ANTHEM LIFE	02/10/20	Life insurance premiums- February 2020	$109.39
37421	80	BLUETARP FINANCIAL, INC	02/10/20	Ceiling tiles	$49.84
37422	81	CANDICE N. KASNICK	02/10/20	Patron refund for overpayment.	$8.99
37423	82	CARDINAL COPIER SOLUTION	02/10/20	Quarterly maintenance agreement on DeMotte staff copier 10/10/19-1/9/20	$1,167.02
37424	83	CARNEGIE PUBLIC LIBRARY	02/10/20	Lost SRCS item #180401	$22.99
37425	84	CHICAGO TRIBUNE	02/10/20	DeM & Rens: Newspaper subscriptions Acct# 20468938	$728.00
37426	85	COMMONWEALTH TECHNOLO	02/10/20	Quarterly maintenance agreements on Rens. & Wh staff copiers	$870.36
37427	86	CULLIGAN WATER CONDITIO	02/10/20	Wh: Water Cooler Rental- February 2020	$12.71
37428	87	DELTA DENTAL	02/10/20	Dental insurance premiums- February 2020	$540.26
37429	88	DEMCO	02/10/20	Library supplies	$573.24
37430	89	ENA SERVICES LLC	02/10/20	Internet Service- January 2020	$1,782.00
37431	90	FERGUSON FACILITIES #3400	02/10/20	Janitorial supplies	$177.02
37432	91	GRAINGER	02/10/20	Exit signs, light bulbs	$498.36
37433	92	HAMSTRA BUILDERS, INC.	02/10/20	Wh: 2020 HVAC Service Contract	$1,255.57
37434	93	ICC BUSINESS PRODUCTS	02/10/20	Office, library, & janitorial supplies	$574.90
37435	94	INDIANA DEPT. OF ENVIRONM	02/10/20	Wh: Annual public water system fee	$100.00
37436	95	INDIANA LIBRARY FEDERATIO	02/10/20	Library Statehouse Day registrations- P. Stringfellow, J. Umlauf	$30.00
37437	96	KENT ADHESIVE PRODUCTS	02/10/20	Library supplies	$130.61
37438	97	KROGER GARDIS & REGAS, L	02/10/20	Legal Assistance- Personnel Matters	$150.00
37439	98	LINDA POORTENGA	02/10/20	Mileage 1/16-1/17/20	$80.50
37440	99	MICHAEL R. ANDERSON	02/10/20	Rens: Snow removal 1/25/20	$50.00
37441	100	NIMBO IP LLC	02/10/20	Monthly Managed Service- January 2020	$815.00
37442	101	NIPSCO	02/10/20	DeM & Wh: Gas & electric service 1/2-2/3/20	$5,398.76
37443	102	NITCO	02/10/20	DeM: Local phone service- February 2020, Long Distance service- 12/21/19-1/20/20	$222.33
37444	103	POST TRIBUNE	02/10/20	DeM & Rens: Newspaper subscriptions Acct# 44365252	$193.24
37445	104	PRECISION CONTROL SYSTE	02/10/20	DeM: HVAC repair & preventative maintenance	$2,919.66
37446	105	TRUGREEN PROCESSING CE	02/10/20	Ice melt	$120.00
37447	106	VSP INSURANCE CO. (CT)	02/10/20	Vision insurance premiums- February 2020	$214.74
37448	107	WAL-MART COMMUNITY/SYN	02/10/20	Library & maintenance supplies, AV	$450.64
37449	108	ACE HARDWARE	02/10/20	Maintenance supplies, shredder, extension cords	$189.10
37450	109	BAKER & TAYLOR	02/10/20	Books, Continuations, AV, Auto. Yours	$8,305.14
37451	110	BAKER & TAYLOR ENTERTAIN	02/10/20	AV	$3,093.99
37452	111	BARNES & NOBLE, INC	02/10/20	Books	$34.35
37453	112	BUSINESS CARD	02/10/20	Library supplies, marketing advertising, Facebook advertising, background check, meeting expenses	$1,244.58
37454	113	CENTURYLINK	02/10/20	Rens: Fax line- February 2020	$56.17

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37455	114	DELL MARKETING L.P.	02/10/20	Toner	$129.19
37456	115	INDIANA GROCERY GROUP, L	02/10/20	Directors Meeting expenses, Teen program supplies	$33.90
37457	116	INDIANA WASTE SERVICE	02/10/20	DeM & Wh: Trash pick-up February 2020	$140.00
37458	117	MIDWEST TAPE	02/10/20	AV, audiobook sleeves	$1,326.91
37459	118	OFFICE DEPOT	02/10/20	Office, janitorial, library, and maintenance supplies, weather radios	$1,218.05
37460	119	OVERDRIVE, INC.	02/10/20	Annual Maintenance Fee, Deposit on Account for Future Content Purchases	$8,075.00
37461	120	QUILL LLC	02/10/20	Office, janitorial, library, and maintenance supplies	$372.77
37462	121	RENSSELAER REPUBLICAN	02/10/20	Rens & Wh: Newspaper subcriptions	$289.98
37463	122	UNIQUE MANAGEMENT SERVI	02/10/20	Collections: Initial/Secondary Placements- January 2020	$187.95
0	123	PAYROLL	02/25/20	PAYROLL	$54,521.73
0	124	AFLAC	02/25/20	Supplement Insurance February 2020 (Conf #891)	$1,015.72
0	125	ALLIANCE BANK	02/25/20	Direct Deposit Fees - January 2020	$36.50
0	126	CENTURYLINK	02/25/20	Wh: Fax line February 2020 (Conf #895)	$64.76
0	127	CHRISTINA SANDERS	02/25/20	Courier Mileage: 2/1 - 2/14/2020 (Conf # 893)	$356.50
0	128	CITY OF RENSSELAER	02/25/20	Rens: Utilities: 01/07 - 02/06/20 (Conf #892)	$3,322.71
0	129	Great-West Retirement	02/25/20	Annuity withheld 02/25/20 payroll (Conf #897)	$1,420.00
0	130	INDIANA DEPARTMENT OF HO	02/25/20	DEM: Elevator Inspection & Certificate (Pd by E-check)	$129.40
0	131	INDIANA DEPARTMENT OF RE	02/25/20	State & County Taxes withheld February 2020 Payrolls	$6,718.03
0	132	INPRS fbo PERF	02/25/20	INPRS Contributions 2/25/20 Payroll	$6,547.98
0	133	IRS USA TAXPAYMENT	02/25/20	Federal Withholding, Medicare & FICA withheld 2/25/20 Payroll & Ins. (Acknowledgement 30902524)	$11,746.46
0	134	SPRINT	02/25/20	Hotspot Data Service 1/12/20 - 02/11/20 (Conf #896)	$1,130.32
0	135	THE TIMES	02/25/20	Rens: Newspaper subscription Acct# 54391(Conf #894)	$350.00
0	136	SQUARE, INC	02/29/20	Merchant Processing Fees- February 2020	$35.62
0	137	ALLIANCE BANK	02/28/20	Positive Pay Fee- February 2020	$15.00

Total Amount of Claims **$227,162.01**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, March 04, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$227,162.01**

Date this 9th **day of** March **,20** 20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 29, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,691.70	$4,277.45
DeMotte	$602.17	$1,491.12		
Rensselaer	$610.68	$1,744.59		
Wheatfield	$478.85	$1,041.74		
PHOTOCOPIES:			$722.85	$1,841.35
DeMotte	$298.75	$599.85		
Rensselaer	$276.95	$881.05		
Wheatfield	$147.15	$360.45		
INTEREST (Checking, Repurchase, CDs):			$50.66	$117.32
TAXES:			$54,115.67	$108,231.34
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$108,231.34		
TAXABLE SALES:-			$0.00	$16.06
REFUNDS:			$581.50	$1,368.55
Rebates/Refund	$35.00	$35.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$500.00	$600.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$46.50	$733.55		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$57,162.38**	**$115,852.07**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,186.48	$6,290.47
DeMotte	$0.00	$2,525.00		
Rensselaer	$495.00	$2,628.99		
Wheatfield	$691.48	$1,136.48		
LIB. IMPROV. RESERVE FUND:			$17.80	$37.50
Interest Earned	$17.80	$37.50		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,745.80	$5,711.32
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,745.80	$5,711.32		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$35.00	$43.14
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$61,147.46**	**$149,318.50**

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WITHHOLDING ACCOUNT FUNDS:			$33,466.75	$67,232.12
FIT Tax Collected	$7,787.04	$15,724.21		
FICA Collected	$8,489.62	$17,013.71		
State Tax Collected	$3,802.45	$7,618.08		
County Tax Collected	$2,915.58	$5,885.08		
INPRS	$3,473.87	$6,959.71		
Deferred Comp Plan	$2,840.00	$5,680.00		
Pre-tax Insurance Plan	$3,760.95	$7,509.98		
Life Insurance	$397.24	$818.43		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$94,614.21**	**$216,550.62**

F6a

Voucher List

Jasper County Public Library

Report Date: From 03/01/20 **To** 03/09/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37464	145	AARON'S LAWN CARE	03/09/20	DeM & Wh: Snow removal 2/6-2/26/20	$1,800.00
37465	146	ACE HARDWARE	03/09/20	Door stops, drill bit, light fixture	$65.12
37466	147	ADVANCED IMAGING SOLUTI	03/09/20	Quarterly maintenance agreement on patron copiers	$760.49
37467	148	AMBER BELT	03/09/20	Program presenter	$568.00
37468	149	AMIGOS LIBRARY SERVICES	03/09/20	Work Smarter, Not Harder: Innovating Technical Services Workflows webinar registration- B. Amalong	$249.00
37469	150	ANTHEM BLUE CROSS BLUE	03/09/20	Health insurance premiums- March 2020	$13,629.58
37470	151	ANTHEM LIFE	03/09/20	Life insurance premiums- March 2020	$109.39
37471	152	BLUETARP FINANCIAL, INC	03/09/20	Door hold kick down, ceiling tiles	$36.49
37472	153	CREATIVE PRODUCT SOURC	03/09/20	Stickers	$161.12
37473	154	CULLIGAN WATER CONDITIO	03/09/20	Wh: Water Cooler Rental- March 2020; 5-gallon drinking water- 5	$57.21
37474	155	DEBORAH KRISTOFF	03/09/20	Mileage 1/21-2/28/20	$119.60
37475	156	DELTA DENTAL	03/09/20	Dental insurance premiums- March 2020	$540.26
37476	157	DONNA BARKO	03/09/20	Mileage 1/9-3/3/20	$64.92
37477	158	EDWARD P. DUMAS	03/09/20	Legal Assistance: Program Liability Waivers	$250.00
37478	159	FERGUSON FACILITIES #3400	03/09/20	Janitorial supplies	$730.90
37479	160	GAYLORD BROS., INC.	03/09/20	Photo Storage kits	$274.95
37480	161	HAMSTRA BUILDERS, INC.	03/09/20	Rens: Check emergency lights that didn't pass inspection, Battery backups bad, ordered new	$106.00
37481	162	INDIANA LIBRARY FEDERATIO	03/09/20	Northwest Regional Conference registrations- D. Kristoff, S. Heldak, M. Widner, R. Kuhn, N. Hachlica, C. DeVries	$300.00
37482	163	KANKAKEE VALLEY PUBLISHI	03/09/20	Annual Financial Report legal ad	$206.78
37483	164	KIRBY RISK CORPORATION	03/09/20	LED retrofit, 15A 125V male plug	$198.59
37484	165	LINDA THOMPSON	03/09/20	Mileage 2/24/20	$12.65
37485	166	MAGAZINE SUBSCRIPTION SE	03/09/20	June - August magazine renewals	$2,514.71
37486	167	MICHAEL R. ANDERSON	03/09/20	Rens: Snow removal 2/6-2/29/20	$525.00
37487	168	MIDWEST COLLABORATIVE F	03/09/20	Bibframe workshop registration: B. Amalong	$59.00
37488	169	MOHLER ARCHITECTS, P.C.	03/09/20	DeM: Parking lot project	$3,250.00
37489	170	NIMBO IP LLC	03/09/20	Monthly Managed Service- February 2020	$815.00
37490	171	NIPSCO	03/09/20	DeM & Wh: Gas & electric service 2/3-3/2/20	$5,006.96
37491	172	NITCO	03/09/20	DeM: Local phone service- March 2020, Long Distance service- 1/21-1/24/20	$158.37
37492	173	PATTY STRINGFELLOW	03/09/20	Mileage 1/16-2/10/20	$188.03
37493	174	QUILL LLC	03/09/20	Office, janitorial, & library supplies	$197.87
37494	175	RISE & SHINE SISTERHOOD	03/09/20	Program presenter	$430.00
37495	176	ROEING CORPORATION	03/09/20	APC replacement battery cartridge #22	$210.00
37496	177	STANLEY STEEMER	03/09/20	Rens & Wh: Carpet cleaning	$719.52
37497	178	STEVE'S SPECIALIZED SERVI	03/09/20	Laundry	$40.00
37498	179	THE LIBRARY CORPORATION	03/09/20	2020 TLCU Conference registrations- B. Amalong, L. Poortenga, M. Molenaar, E. Parrish	$1,196.00
37499	180	VSP INSURANCE CO. (CT)	03/09/20	Vision insurance premiums- March 2020	$178.95
37500	181	ABLE PAPER & JANITORIAL S	03/09/20	Vacuum filters & repair parts	$81.51
37501	182	BAKER & TAYLOR	03/09/20	Books, Continuations, AV, Auto. Yours	$8,138.28
37502	183	BAKER & TAYLOR ENTERTAIN	03/09/20	AV	$2,636.65
37503	184	BARNES & NOBLE, INC	03/09/20	Book	$15.96
37504	185	BUSINESS CARD	03/09/20	Library supplies, Facebook advertising, Creative Cloud license renewal	$602.35
37505	186	CENTER POINT LARGE PRINT	03/09/20	Large print standing order 4/2020-3/2021	$546.48
37506	187	CENTURYLINK	03/09/20	Rens: Fax line- March 2020	$56.17
37507	188	ENA SERVICES LLC	03/09/20	Internet Service- February 2020	$1,782.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37508	189	FINDAWAY WORLD, LLC	03/09/20	Wonderbooks	$409.91
37509	190	HAMSTRA BUILDERS, INC.	03/09/20	Rens: Replaced four emergency ballasts	$1,179.12
37510	191	INDIANA WASTE SERVICE	03/09/20	DeM & Wh: Trash pick-up March 2020	$140.00
37511	192	MIDWEST TAPE	03/09/20	AV	$758.65
37512	193	OFFICE DEPOT	03/09/20	Janitorial, office, & library supplies	$678.47
37513	194	OLLIS BOOK CORPORATION	03/09/20	Books	$199.75
37514	195	UNIQUE MANAGEMENT SERVI	03/09/20	Collections: Initial/Secondary Placements- February 2020	$98.45
37515	196	WAL-MART COMMUNITY/SYN	03/09/20	Janitorial & library supplies	$185.18

Total Amount of Claims **$53,239.39**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 09, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $53,239.39

Date this 9th **day of** March **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Agenda
Jasper County Public Library
Emergency Board of Trustees Meeting
Monday, March 16, 2020, 4pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence

General Business

Pandemic Plan	Action

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

In an abundance of caution I recommend closing all Jasper County Public Library locations due to the public health crisis, COVID – 19, until further notice, paying all staff their regular number of hours per week as per the board-approved salary ordinance. This will remain in effect until we resume normal operations.

The following interim steps are to be taken during this public health crisis, the Shut Down Period.

All full time and part-time employees will receive pay for the hours they would otherwise have been regularly scheduled to work during the Shut Down Period at their rates of pay currently in effect. The Director is authorized, in her judgment and discretion, to instruct specific employees to execute those assignments needed to ensure continuation of minimum essential services or operations during the Shut Down Period, with priority given to remote work where feasible. Employees who perform work at the Director's instruction during the Shut Down Period must accurately record all time worked and will be paid in accordance with applicable law. Such compensation for time actually worked will be offset against the amount of Emergency paid leave provided for above (e.g., an employee regularly scheduled to work 40 hours per week who is actually required to work 4 hours during a week in the Shut Down Period will receive 4 hours of compensation plus 36 hours of Emergency paid leave). Employees are to report for their first regularly-scheduled shift after the Shut Down Period. unless notified otherwise or unless absent in accordance with the Library's existing policies. The Director will notify staff in regard to when the Shut Down Period will end. Staff will not be required to use sick and/or vacation time even if it is already scheduled.

The Director is authorized to exercise judgment and discretion in taking steps necessary to maintain minimal essential services and to secure library assets and resources.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 13, 2020, 6pm
Virtual Meeting - due to the COVID-19 public health emergency

If you wish to attend the virtual library board meeting on April 13th at 6pm, please send an email to JCPLMeeting@myjcpl.org by 5pm on April 13th, and we will send you the information necessary for participation. If you have a comment for Public Forum, please include that in your email, and it will be shared with the board during Public Forum.

To verify that a quorum is present, we will verify board member attendance via roll call.

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of March Board Meetings Bills/Financial Reports	
General Business	
Ratify Director Recommendation for Shut Down - Public Health Crisis, COVID – 19	Action
Director's Report	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **March 9, 2020**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Janet Umlauf, Kevin Kaluf, Kristie Housman, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent: Janelle Harper, Julie Davidson

Agenda & Consent Agenda Approval: J. Umlauf moved to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Staff Complaint Policy review, Public Purchase Policy review, Proctoring Policy review, and request to send two staff members to the IGS Annual Meeting & Conference as presented, seconded by K. Housman. Motion passed.

DeMotte Library Parking Lot Project Proposal: Architect, Harry Mohler, explained that he has spoken with the Town of DeMotte about the storm drains the library installed when the library building was built. These drains appear to carry storm water off of library property south along the street to a ditch. The town was not aware of these drains and did not have any further information to offer but does want to know how the library will deal with the increased storm water from a new parking lot. Harry presented a plan for the parking lot and grounds which could include a dry creek bed instead of a retention pond, walking paths, story trail, pergolas, plantings, and outdoor programming space. The Board commented that they liked the direction the design is going and P. Stringfellow mentioned that the design is very much in step with meeting an expressed community need for family-oriented activities especially outside in nature. A question was asked about the estimated cost for the project and would the library try to find one contractor who could handle the entire project or break the project into phases done by different contractors. After discussion, the Board asked Harry to bring back estimated costs for the project and a plan for getting bids.

Fine Free Library: Goal 3 of our Long Range Plan 2020-2024 indicates JCPL will evaluate feasibility of new and expanded services such as going fine free. We have completed our evaluation of going fine free and recommend that the board approve JCPL going fine free. Going fine free is a user-friendly policy that may bring more community members into the library, especially low-income populations who need us the most. It would eliminate a financial obligation and remove negative conversations about fines that staff have with patrons. When you go fine free staff and patrons have more positive interactions, the conversation changes. Fine Free initiatives for modern libraries are encouraged by the American Library Association. Numerous Indiana libraries have gone fine free including West Lafayette Public Library, Tippecanoe County Public Library, Porter County Public Library, Whiting Public Library, and Brook Public Library. In 2019 revenue from overdue fines was less than 1% of our operating receipts. We recommend the following Fine Free parameters for JCPL: no more overdue fines will be charged, except for overdue fines on hotspots; overdue fines will be charged for hotspots; patrons will be responsible for lost and/or damaged items and collection agency fees; existing overdue fines will be forgiven. If the board approves, JCPL will go fine free effective April 1 with a splashy launch during National Library Week, April 19-25. N. Waling moved to approve going fine free with the presented parameters effective April 1, seconded by K. Housman. Motion passed.

Director's Report: Our official audit report has been released. The report will be made available of the State Board of Accounts website. We are happy with the results! Senate Bill 410 passed the House on March 2. It passed unanimously. It now heads straight to the Governor's desk for his signature and will clarify HEA1343, making it easier for DLGF, adopting bodies, and public libraries to implement. Our 'We Love Our Library' signs are still creating a buzz. The Indiana Library Federation has encouraged us to display them proudly for National Library Week.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:44 PM, seconded by K. Housman.

Kristi Housman

Kristie Housman, Secretary

Attest: K. Kaluf, President

MINUTES
Jasper County Public Library Board of Trustees
4:00 PM Emergency Board Meeting

March 16, 2020
Rensselaer Library

Present: Kevin Kaluf, Janelle Harper, Janet Umlauf, Mark Heinig, Natalie Waling, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman

Pandemic Plan: P. Stringfellow presented the pandemic plan:

In an abundance of caution I recommend closing all Jasper County Public Library locations due to the public health crisis, COVID – 19, until further notice, paying all staff their regular number of hours per week as per the board-approved salary ordinance. This will remain in effect until we resume normal operations. The following interim steps are to be taken during this public health crisis, the Shut Down Period. All full time and part-time employees will receive pay for the hours they would otherwise have been regularly scheduled to work during the Shut Down Period at their rates of pay currently in effect. The Director is authorized, in her judgment and discretion, to instruct specific employees to execute those assignments needed to ensure continuation of minimum essential services or operations during the Shut Down Period, with priority given to remote work where feasible. Employees who perform work at the Director's instruction during the Shut Down Period must accurately record all time worked and will be paid in accordance with applicable law. Such compensation for time actually worked will be offset against the amount of Emergency paid leave provided for above (e.g., an employee regularly scheduled to work 40 hours per week who is actually required to work 4 hours during a week in the Shut Down Period will receive 4 hours of compensation plus 36 hours of Emergency paid leave). Employees are to report for their first regularly-scheduled shift after the Shut Down Period unless notified otherwise or unless absent in accordance with the Library's existing policies. The Director will notify staff in regard to when the Shut Down Period will end. Staff will not be required to use sick and/or vacation time even if it is already scheduled. The Director is authorized to exercise judgment and discretion in taking steps necessary to maintain minimal essential services and to secure library assets and resources. M. Heinig moved to approve the pandemic plan as presented, seconded by J. Davidson. Motion passed.

The need to continue to clean & sanitize work areas and doors as staff are in and out of the building during the shutdown period was discussed. Any materials returned in the book drop will also need to be cleaned and sanitized.

Adjournment: With no further matters for discussion K. Kaluf adjourned the meeting at 4:30 PM.

Mark Heinig, Secretary Pro-Tem

Attest: K. Kaluf, President

R12

In an abundance of caution I recommend closing all Jasper County Public Library locations due to the public health crisis, COVID – 19, until further notice, paying all staff their regular number of hours per week as per the board-approved salary ordinance. This will remain in effect until we resume normal operations.

The following interim steps are to be taken during this public health crisis, the Shut Down Period.

All full time and part-time employees will receive pay for the hours they would otherwise have been regularly scheduled to work during the Shut Down Period at their rates of pay currently in effect. The Director is authorized, in her judgment and discretion, to instruct specific employees to execute those assignments needed to ensure continuation of minimum essential services or operations during the Shut Down Period, with priority given to remote work where feasible. Employees who perform work at the Director's instruction during the Shut Down Period must accurately record all time worked and will be paid in accordance with applicable law. Such compensation for time actually worked will be offset against the amount of Emergency paid leave provided for above (e.g., an employee regularly scheduled to work 40 hours per week who is actually required to work 4 hours during a week in the Shut Down Period will receive 4 hours of compensation plus 36 hours of Emergency paid leave). Employees are to report for their first regularly-scheduled shift after the Shut Down Period. unless notified otherwise or unless absent in accordance with the Library's existing policies. The Director will notify staff in regard to when the Shut Down Period will end. Staff will not be required to use sick and/or vacation time even if it is already scheduled.

The Director is authorized to exercise judgment and discretion in taking steps necessary to maintain minimal essential services and to secure library assets and resources.

Director's Report
March 2020

Consent Agenda

You will be approving the minutes of the March board meetings, bills, and financial reports. Since our meeting is virtual (we are using a conference call) roll call voting is required.

General Business:

Ratify Director Recommendation for Shut Down - Public Health Crisis, COVID – 19: I have included a copy of my recommendation to the board for Shut Down – Public Health Crisis, COVID -19 which was approved at our March 16 Emergency Board Meeting. Please see R 12. The business of the Emergency Board meeting is sound, but it is important and recommended to ratify the board action at the regularly scheduled board meeting immediately following the Emergency Board Meeting. A roll call board vote is required to ratify.

Director's Report

Even though our buildings are closed during this public health crisis we are still working virtually and remotely to meet community needs and provide resources. We continue to clean and secure our buildings and take care of essential business like payroll, bill pay, and receipt of mail and deliveries. These are unprecedented times but we are doing all that we can do to prevent community spread and keep staff and patrons as safe as we can. I do not know when our library buildings will re-open. For now we will follow our Governor's directives to hunker down. I do want you to know that we are working on our Re-Open Plans. There will be phases to our re-opening as we consider how to safely serve our public. It is our plan to have staff work in our buildings just ahead of re-opening so that they can get acclimated and caught up a bit. We are and will continue to follow guidance provided by federal, state, and local officials. We are working hard to stay apprised of best practices .Staff are doing a wonderful job working together to take care of essential tasks. It is not easy to do our work virtually and remotely, but we are finding our way. I am keeping a journal of the work we have been doing and tasks completed which include but are not limited to:

- Worked out maintenance/janitorial plans and practices
- Established a way for patrons to get a library card virtually
- Closed our book drops and disinfected materials returned
- Extended due dates for library material
- Promoted our eServices
- Created and shared a list of resources for talking with children about COVID-19
- Holding weekly conference call with Managers
- Worked out a plan to receive mail and deliveries
- Doing payroll and bill pay

- Making deposits when necessary
- Sharing virtual programs and activities for children and families
- Checking our buildings daily
- Cancelled library programs and meeting room use through May 5
- Keeping track of costs associated with protective measures taken
- Engaging with our users via social media, messaging, email and by telephone
- Maintaining social distancing (staff members in our buildings minimally and not at the same time)
- Securing resources and following JCPL internal controls system
- Providing WI-FI 7am-9pm
- Expanded Hoopla loans and added eBooks to Overdrive and turned on Tumblebooks
- Submitted our REMC Grant
- Established ‘at home’ access to our work computers for Director and Managers who needed it
- Viewing numerous webinars from state and local officials, the Indiana State Library, and the Indiana Library Federation to stay informed about best practices and requirements
- Setting up new hotspots to be launched at re-open
- Communicating with staff and community
- Implemented Overdrive Instant Digital Card
- Alerted eligible staff regarding Anthem COVID-19 Special Enrollment period for health insurance
- Sent out request for bids for mowing and lawn maintenance
- Ordered checks and secured library credit cards
- Proceeded with board-approved Fine Free program to be marketed when the library re-opens
- Extended library card expirations dates to June 30
- Documenting community response and actions for local history files
- Submitted our SRCS membership agreement
- Completed PLA Libraries Respond Survey
- Promoted Census 2020
- Contacted local schools to see what their needs might be
- Promoted Student Portal & Niche Adademy
- Determined methods for virtual board meeting and prepped for meeting
- Shared ideas and resources with other Indiana Libraries upon request
- Working on our re-open plan and a plan for Summer Reading

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT

March 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$171,861.30**	$545,009.08	**$56,332.02**	$172,184.09	**$433,913.68**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$2,856.50	$4,696.05	$3,036.25	$9,326.72	**$22,387.76**
DeMotte	$6,929.99	**$317.65**	$880.47	**$150.00**	$2,675.00	**$8,724.52**
Rensselaer	$8,077.28	**$1,469.68**	$2,304.77	**$2,886.25**	$5,515.24	**$11,287.75**
Wheatfield	$2,749.82	**$1,069.17**	$1,510.81	**$0.00**	$1,136.48	**$2,375.49**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$20.34**	$57.84	**$232,058.31**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$3,250.00**	$8,618.73	**$1,882.59**	$7,593.91	**$2,278,196.69**
Includes Investments of: **$2,104,001.84**						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$5,346.00	**$0.00**	$21,384.00	**$16,038.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$4.04**	$47.18	**$70.19**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,108.09**	$22,832.30	**$7,108.09**	$22,832.30	**$0.00**
FICA Tax Collected	$0.00	**$7,963.53**	$24,977.24	**$7,963.53**	$24,977.24	**$0.00**
State Tax Collected	$0.00	**$3,580.03**	$11,198.11	**$3,580.03**	$11,198.11	**$0.00**
County Tax Collected	$0.00	**$2,735.12**	$8,620.20	**$2,735.12**	$8,620.20	**$0.00**
INPRS	$0.00	**$3,290.60**	$10,250.31	**$3,290.60**	$10,250.31	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$8,570.00	**$2,890.00**	$8,570.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,760.92**	$11,270.93	**$3,760.96**	$11,270.94	**$0.01**
Life Insurance	$0.00	**$397.22**	$1,215.49	**$397.24**	$1,215.67	**$0.18**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$211,475.31**	**$662,795.12**	**$93,000.81**	**$309,551.43**	**$2,986,077.72**

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Bank Balances

Jasper County Public Library

Report as of: **03/31/20**

	Bank	
1	Alliance Bank	$881,805.88
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,104,001.84
	Total all banks =	**$2,986,077.72**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$7,549.47**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **03/01/20** *To* **03/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$19,793.80	$59,766.20	75.1
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$92,873.64	$291,996.85	$896,455.15	75.4
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,509.66	$23,443.98	$73,208.02	75.7
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$7,963.53	$24,977.24	$79,419.76	76.1
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$239.68	$2,264.32	90.4
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$9,642.38	$30,187.16	$91,541.84	75.2
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,315.76	$34,006.86	$127,369.14	78.9
Subtotal	*$1,754,670.00*		$1,754,670.00	$135,934.97	$424,645.57	$1,330,024.43	75.8
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$368.25	$2,119.89	$5,880.11	73.5
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$959.97	$1,431.37	$5,068.63	78.0
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$263.99	$628.49	$5,371.51	89.5
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$30.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$35.86	$139.82	$860.18	86.0
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$420.44	$2,516.11	$13,683.89	84.5
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$2,078.51	$6,990.67	$34,709.33	83.2

3. Other Services and Charge

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$250.00	$400.00	$4,600.00	92.0
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$40.00	$576.32	$6,123.68	91.4
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$359.88	$413.88	$18,586.12	97.8
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$8,075.00	$23,425.00	74.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,029.54	$3,352.39	$7,147.61	68.1
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$11.10	$1,988.90	99.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$991.25	$2,522.21	$17,477.79	87.4
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$1,504.00	$1,612.43	$9,387.57	85.3
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$107.14	$243.96	$1,556.04	86.4
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,204.55	$3,507.89	$81,812.11	95.9
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$216.43	$246.43	$553.57	69.2
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$3,645.00	$23,355.00	86.5
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,454.11	$4,542.64	$20,457.36	81.8
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,483.13	$19,909.47	$90,090.53	81.9
3.53 WATER	$4,000.00	$0.00	$4,000.00	$277.62	$786.62	$3,213.38	80.3
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$578.40	$1,717.00	$6,283.00	78.5
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$4,329.64	$8,441.04	$108,087.96	92.8
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$93.13	$206.87	69.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,606.53	$993.47	38.2
3.93 TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$180.79	$18,839.18	$83,364.82	81.6
Subtotal	*$595,073.00*		$595,073.00	$19,019.19	$80,851.21	$514,221.79	86.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$261.86	$1,029.84	$40,570.16	97.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$7,621.25	$17,881.19	$132,118.81	88.1
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$2,514.71	$4,878.07	$11,721.93	70.6
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$4,430.81	$8,732.53	$55,167.47	86.3
Subtotal	*$272,100.00*		$272,100.00	$14,828.63	$32,521.63	$239,578.37	88.0
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$171,861.30	$545,009.08	$2,118,533.92	79.5

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **03/01/20** *To* **03/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$3,250.00	$8,025.00	$21,975.00	73.3
3.61 BUILDING & STRUCTURES	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$500,000.00	100.0
Subtotal	*$540,000.00*		$540,000.00	$3,250.00	$8,025.00	$531,975.00	98.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$593.73	$186,278.27	99.7
Subtotal	*$186,872.00*		$186,872.00	$0.00	$593.73	$186,278.27	99.7
Grand Total	$726,872.00	$0.00	$726,872.00	$3,250.00	$8,618.73	$718,253.27	98.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **03/01/20** *To* **03/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

F4a

Voucher List

Jasper County Public Library

Report Date: From 03/01/20 **To** 03/31/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	138	PAYROLL	03/10/20	PAYROLL	$53,280.83
0	139	CHRISTINA SANDERS	03/10/20	Courier Mileage: 2/17 - 2/28/2020 (Conf # 900)	$356.50
0	140	Great-West Retirement	03/10/20	Annuity withheld 03/10/20 payroll (Conf #901)	$1,445.00
0	141	INPRS fbo PERF	03/10/20	INPRS Contributions 3/10/20 Payroll	$6,466.49
0	142	IRS USA TAXPAYMENT	03/10/20	Federal Withholding, Medicare & FICA withheld 3/10/20 Payroll & Ins. (Acknowledgement 15751494)	$11,472.39
0	143	TOWN OF DEMOTTE	03/10/20	Dem: Sewer & Water : February 2020 (Conf #898)	$169.77
0	144	TOWN OF WHEATFIELD	03/10/20	WH: Sewer Service March 2020 (Conf #899)	$77.35
37464	145	AARON'S LAWN CARE	03/09/20	DeM & Wh: Snow removal 2/6-2/26/20	$1,800.00
37465	146	ACE HARDWARE	03/09/20	Door stops, drill bit, light fixture	$65.12
37466	147	ADVANCED IMAGING SOLUTI	03/09/20	Quarterly maintenance agreement on patron copiers	$760.49
37467	148	AMBER BELT	03/09/20	Program presenter	$568.00
37468	149	AMIGOS LIBRARY SERVICES	03/09/20	Work Smarter, Not Harder: Innovating Technical Services Workflows webinar registration- B. Amalong	$249.00
37469	150	ANTHEM BLUE CROSS BLUE	03/09/20	Health insurance premiums- March 2020	$13,629.58
37470	151	ANTHEM LIFE	03/09/20	Life insurance premiums- March 2020	$109.39
37471	152	BLUETARP FINANCIAL, INC	03/09/20	Door hold kick down, ceiling tiles	$36.49
37472	153	CREATIVE PRODUCT SOURC	03/09/20	Stickers	$161.12
37473	154	CULLIGAN WATER CONDITIO	03/09/20	Wh: Water Cooler Rental- March 2020; 5-gallon drinking water- 5	$57.21
37474	155	DEBORAH KRISTOFF	03/09/20	Mileage 1/21-2/28/20	$119.60
37475	156	DELTA DENTAL	03/09/20	Dental insurance premiums- March 2020	$540.26
37476	157	DONNA BARKO	03/09/20	Mileage 1/9-3/3/20	$64.92
37477	158	EDWARD P. DUMAS	03/09/20	Legal Assistance: Program Liability Waivers	$250.00
37478	159	FERGUSON FACILITIES #3400	03/09/20	Janitorial supplies	$730.90
37479	160	GAYLORD BROS., INC.	03/09/20	Photo Storage kits	$274.95
37480	161	HAMSTRA BUILDERS, INC.	03/09/20	Rens: Check emergency lights that didn't pass inspection, Battery backups bad, ordered new	$106.00
37481	162	INDIANA LIBRARY FEDERATIO	03/09/20	Northwest Regional Conference registrations- D. Kristoff, S. Heldak, M. Widner, R. Kuhn, N. Hachlica, C. DeVries	$300.00
37482	163	KANKAKEE VALLEY PUBLISHI	03/09/20	Annual Financial Report legal ad	$206.78
37483	164	KIRBY RISK CORPORATION	03/09/20	LED retrofit, 15A 125V male plug	$198.59
37484	165	LINDA THOMPSON	03/09/20	Mileage 2/24/20	$12.65
37485	166	MAGAZINE SUBSCRIPTION SE	03/09/20	June - August magazine renewals	$2,514.71
37486	167	MICHAEL R. ANDERSON	03/09/20	Rens: Snow removal 2/6-2/29/20	$525.00
37487	168	MIDWEST COLLABORATIVE F	03/09/20	Bibframe workshop registration: B. Amalong	$59.00
37488	169	MOHLER ARCHITECTS, P.C.	03/09/20	DeM: Parking lot project	$3,250.00
37489	170	NIMBO IP LLC	03/09/20	Monthly Managed Service- February 2020	$815.00
37490	171	NIPSCO	03/09/20	DeM & Wh: Gas & electric service 2/3-3/2/20	$5,006.96
37491	172	NITCO	03/09/20	DeM: Local phone service- March 2020, Long Distance service- 1/21-1/24/20	$158.37
37492	173	PATTY STRINGFELLOW	03/09/20	Mileage 1/16-2/10/20	$188.03
37493	174	QUILL LLC	03/09/20	Office, janitorial, & library supplies	$197.87
37494	175	RISE & SHINE SISTERHOOD	03/09/20	Program presenter	$430.00
37495	176	ROEING CORPORATION	03/09/20	APC replacement battery cartridge #22	$210.00
37496	177	STANLEY STEEMER	03/09/20	Rens & Wh: Carpet cleaning	$719.52
37497	178	STEVE'S SPECIALIZED SERVI	03/09/20	Laundry	$40.00
37498	179	THE LIBRARY CORPORATION	03/09/20	2020 TLCU Conference registrations- B. Amalong, L. Poortenga, M. Molenaar, E. Parrish	$1,196.00
37499	180	VSP INSURANCE CO. (CT)	03/09/20	Vision insurance premiums- March 2020	$178.95
37500	181	ABLE PAPER & JANITORIAL S	03/09/20	Vacuum filters & repair parts	$81.51

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37501	182	BAKER & TAYLOR	03/09/20	Books, Continuations, AV, Auto. Yours	$8,138.28
37502	183	BAKER & TAYLOR ENTERTAIN	03/09/20	AV	$2,636.65
37503	184	BARNES & NOBLE, INC	03/09/20	Book	$15.96
37504	185	BUSINESS CARD	03/09/20	Library supplies, Facebook advertising, Creative Cloud license renewal	$602.35
37505	186	CENTER POINT LARGE PRINT	03/09/20	Large print standing order 4/2020-3/2021	$546.48
37506	187	CENTURYLINK	03/09/20	Rens: Fax line- March 2020	$56.17
37507	188	ENA SERVICES LLC	03/09/20	Internet Service- February 2020	$1,782.00
37508	189	FINDAWAY WORLD, LLC	03/09/20	Wonderbooks	$409.91
37509	190	HAMSTRA BUILDERS, INC.	03/09/20	Rens: Replaced four emergency ballasts	$1,179.12
37510	191	INDIANA WASTE SERVICE	03/09/20	DeM & Wh: Trash pick-up March 2020	$140.00
37511	192	MIDWEST TAPE	03/09/20	AV	$758.65
37512	193	OFFICE DEPOT	03/09/20	Janitorial, office, & library supplies	$678.47
37513	194	OLLIS BOOK CORPORATION	03/09/20	Books	$199.75
37514	195	UNIQUE MANAGEMENT SERVI	03/09/20	Collections: Initial/Secondary Placements- February 2020	$98.45
37515	196	WAL-MART COMMUNITY/SYN	03/09/20	Janitorial & library supplies	$185.18
0	197	PAYROLL	03/25/20	PAYROLL	$53,732.47
0	198	AFLAC	03/25/20	Supplement Insurance March 2020 (Conf #902)	$1,015.72
0	199	ALLIANCE BANK	03/25/20	Direct Deposit Fees - February 2020	$36.80
0	200	CHRISTINA SANDERS	03/25/20	Courier Mileage: 3/2 - 3/13/2020 (Conf # 904)	$249.55
0	201	CITY OF RENSSELAER	03/25/20	Rens: Utilities: 2/6-3/9/20 (Conf #903)	$3,354.68
0	202	Great-West Retirement	03/25/20	Annuity withheld 03/25/20 payroll (Conf #905)	$1,445.00
0	203	INDIANA DEPARTMENT OF RE	03/25/20	State & County Taxes withheld March 2020 Payrolls	$6,315.15
0	204	INPRS fbo PERF	03/25/20	INPRS Contributions 3/25/20 Payroll	$6,466.49
0	205	IRS USA TAXPAYMENT	03/25/20	Federal Withholding, Medicare & FICA withheld 3/25/20 Payroll & Ins. (Acknowledgement # 55131724)	$11,562.76
0	206	SPRINT	03/25/20	Hotspot Data Service 2/12-3/11/20 (Conf #906)	$1,204.55
37472	207	CREATIVE PRODUCT SOURC	03/31/20	Void voucher #153, Check #37472. Incorrect check amount due to incorrect invoice.	($161.12)
37481	208	INDIANA LIBRARY FEDERATIO	03/31/20	Void voucher #162, Check #37481. ILF Regional Conference cancelled due to COVID-19.	($300.00)
0	209	SQUARE, INC	03/31/20	Merchant Processing Fees- March 2020	$30.54
0	210	ALLIANCE BANK	03/31/20	Positive Pay Fee- March 2020	$15.00

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$211,475.31**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 07, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $211,475.31

Date this 13th **day of** April **,20**20.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,632.34	$5,909.79
DeMotte	$548.31	$2,039.43		
Rensselaer	$861.75	$2,606.34		
Wheatfield	$222.28	$1,264.02		
PHOTOCOPIES:			$479.95	$2,321.30
DeMotte	$136.75	$736.60		
Rensselaer	$241.00	$1,122.05		
Wheatfield	$102.20	$462.65		
INTEREST (Checking, Repurchase, CDs):			$46.40	$163.72
TAXES:			$54,115.67	$162,347.01
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$162,347.01		
TAXABLE SALES:-			$7.66	$23.72
REFUNDS:			$50.00	$1,418.55
Rebates/Refund	$0.00	$35.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$733.55		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$56,332.02**	**$172,184.09**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,036.25	$9,326.72
DeMotte	$150.00	$2,675.00		
Rensselaer	$2,886.25	$5,515.24		
Wheatfield	$0.00	$1,136.48		
LIB. IMPROV. RESERVE FUND:			$20.34	$57.84
Interest Earned	$20.34	$57.84		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$1,882.59	$7,593.91
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$1,882.59	$7,593.91		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$4.04	$47.18
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$61,275.24**	**$210,593.74**

F5b

WITHHOLDING ACCOUNT FUNDS:			$31,725.57	$98,957.69
FIT Tax Collected	$7,108.09	$22,832.30		
FICA Collected	$7,963.53	$24,977.24		
State Tax Collected	$3,580.03	$11,198.11		
County Tax Collected	$2,735.12	$8,620.20		
INPRS	$3,290.60	$10,250.31		
Deferred Comp Plan	$2,890.00	$8,570.00		
Pre-tax Insurance Plan	$3,760.96	$11,270.94		
Life Insurance	$397.24	$1,215.67		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$93,000.81**	**$309,551.43**

F6a

Voucher List

Jasper County Public Library

Report Date: From **04/01/20** *To* **04/13/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	211	PAYROLL	04/10/20	PAYROLL	$60,701.67
0	212	Great-West Retirement	04/10/20	Annuity withheld 04/10/20 payroll (Conf #909)	$1,445.00
0	213	INPRS fbo PERF	04/10/20	INPRS Contributions 4/10/20 Payroll	$7,257.63
0	214	IRS USA TAXPAYMENT	04/10/20	Federal Withholding, Medicare & FICA withheld 4/10/20 Payroll & Ins. (Acknowledgement # 91768067)	$13,318.60
0	215	TOWN OF DEMOTTE	04/10/20	Dem: Sewer & Water : March 2020 (Conf #908)	$168.90
0	216	TOWN OF WHEATFIELD	04/10/20	WH: Sewer Service April 2020 (Conf #907)	$77.35
37516	217	AARON'S LAWN CARE	04/13/20	Rens: Landscape work; removal of old mulch, rock, stumps, & overgrown bushes, lay down landscape fabric, river rock installation, trim & prune bushes & grasses	$4,215.00
37517	218	ACE HARDWARE	04/13/20	Maintenance & janitorial supplies	$81.00
37518	219	ANTHEM BLUE CROSS BLUE	04/13/20	Health insurance premiums- April 2020	$13,629.58
37519	220	ANTHEM LIFE	04/13/20	Life insurance premiums- April 2020	$109.39
37520	221	BAKER & TAYLOR	04/13/20	Books, Continuations, AV, Auto. Yours	$6,156.76
37521	222	BAKER & TAYLOR ENTERTAIN	04/13/20	AV	$1,797.30
37522	223	BUSINESS CARD	04/13/20	DeMotte PO Box rental, janitorial & library supplies, Office software licenses, Facebook advertising	$813.22
37523	224	CENTURYLINK	04/13/20	Rens: Fax line- April 2020	$55.97
37524	225	CI INSURANCE	04/13/20	Semi-annual premium for building insurance; annual premium for workers comp	$13,990.00
37525	226	CREATIVE PRODUCT SOURC	04/13/20	Imagine Your Story stickers	$164.02
37526	227	CULLIGAN WATER CONDITIO	04/13/20	Wh: Water Cooler Rental- April 2020	$12.71
37527	228	DELTA DENTAL	04/13/20	Dental insurance premiums- April 2020	$540.26
37528	229	ENA SERVICES LLC	04/13/20	Internet Service- March 2020	$1,782.00
37529	230	FERGUSON FACILITIES #3400	04/13/20	Odor counteractants	$51.59
37530	231	GOVCONNECTION, INC.	04/13/20	Office software licenses	$2,767.58
0	232	INDIANA DEPT. OF WORKFOR	04/13/20	1st Quarter 2020 Unemployment Compensation Pymt (Conf #1576515)	$1,477.89
37531	233	INDIANA GROCERY GROUP, L	04/13/20	Digital Literacies Planning Meeting expenses, Management Meeting expenses	$56.90
37532	234	INDIANA WASTE SERVICE	04/13/20	DeM & Wh: Trash pick-up April 2020	$140.00
37533	235	JASPER COUNTY TREASURE	04/13/20	Spring Installment: DeM- Tax bill for ditch & special assessment; Wh- Tax bill for ditch	$1,258.00
37534	236	JOHNSON CONTROLS FIRE P	04/13/20	Wh: Replacement of batteries on fire panel	$865.56
37535	237	KONE, INC.	04/13/20	DeM: Elevator maintenance agreement 4/1-6/30/2020	$469.71
37536	238	KIRBY RISK CORPORATION	04/13/20	Lighting & electrical parts	$97.94
37537	239	KROOSWYK PLUMBING, HEAT	04/13/20	DeM: Backflow test	$100.00
37538	240	MIDWEST TAPE	04/13/20	AV	$2,008.96
37539	241	MOHLER ARCHITECTS, P.C.	04/13/20	DeM: Parking lot project	$3,510.00
37540	242	NIMBO IP LLC	04/13/20	Monthly Managed Service- March 2020; Required system admin module and end point manager for managed service account, 25 year license	$1,163.00
37541	243	NIPSCO	04/13/20	DeM & Wh: Gas & electric service 3/2-3/31/20	$4,332.71
37542	244	NITCO	04/13/20	DeM: Local phone service- April 2020	$135.01
37543	245	PRECISION CONTROL SYSTE	04/13/20	DeM: preventative maintenance; Rens: HVAC repair	$1,375.38
37544	246	QUILL LLC	04/13/20	Toilet paper	$254.94
37545	247	RENSSELAER ROTARY CLUB	04/13/20	1st quarter dues	$150.00
37546	248	ROEING CORPORATION	04/13/20	Tech Maintenance Support - 2nd Installment 2020	$6,250.00
37547	249	STEVE'S SPECIALIZED SERVI	04/13/20	Laundry	$36.00
37548	250	TEAM SOFTWARE SOLUTION	04/13/20	Public Web Browser Annual Renewal	$125.00
37549	251	TRUGREEN PROCESSING CE	04/13/20	Wh: Ornamental bed weed control	$326.55

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37550	252	VSP INSURANCE CO. (CT)	04/13/20	Vision insurance premiums- April 2020	$202.81
37551	253	WAL-MART COMMUNITY/SYN	04/13/20	Library, maintenance, & janitorial supplies, AV	$171.67
				Total Amount of Claims	**$153,643.56**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 13, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $153,643.56

Date this 13th **day of** April **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 11, 2020, 6pm
Rensselaer Public Library
Virtual Meeting - due to the COVID-19 public health emergency

If you wish to attend the virtual library board meeting on May 11th at 6pm, please send an email to JCPLMeeting@myjcpl.org by 5pm on May 11th, and we will send you the information necessary for participation. If you have a comment for Public Forum, please include that in your email, and it will be shared with the board during Public Forum.

To verify that a quorum is present, we will verify board member attendance via roll call.

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of April Board Meeting	
Bills/Financial Reports	
General Business	
Families First Coronavirus Response Act Policy	Action
Safeguards to a Safe Environment – Jasper County Public Library's Plan	Action
Library Access & Services in Consideration of COVID -19	Action
COVID-19 Action Plan – Phases of Response & Operation	Information
Director's Report	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **April 13, 2020**
Jasper County Public Library Board of Trustees **Virtual Meeting**
6:00 PM

Since this was a virtual meeting, board member attendance was verified via roll call and all voting was done via roll call.

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Julie Davidson, Natalie Waling, Mark Heinig, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent:

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes and bills/financial reports were approved as presented on a motion by N. Waling and seconded by J. Davidson. Motion passed.

Ratify Director Recommendation for Shut Down – Public Health Crisis, COVID-19: At the March 16 Emergency Board Meeting the recommendation to the board for Shut Down – Public Health Crisis, COVID-19 was approved. It is recommended to ratify the board action at the regularly scheduled board meeting immediately following the Emergency Board Meeting. The ratification is essentially a vote to confirm that the Emergency Board Meeting was held and the business was conducted. K. Housman moved to ratify the recommendation for Shut Down – Public Health Crisis, COVID-19 conducted at the emergency board meeting on March 16, seconded by J. Harper. Motion passed.

Director's Report: J. Umlauf expressed concern in regard to how the library looks in the community and to taxpayers since employees are still being paid but are at home not working when so many waiters/waitresses, hairdressers, retail workers, etc. are not working or being paid. What are the plans to reopen and get library staff back to work? P. Stringfellow shared that we are operating similarly to a lot of Indiana libraries. Even though our buildings are closed we have some essential staff working virtually and remotely to meet community needs and provide resources. We continue to clean and secure our buildings and take care of essential business like payroll, bill pay, and receipt of mail and deliveries. These are unprecedented times, and there is no roadmap for this, but we are doing all that we can do to prevent community spread and keep staff and patrons as safe as we can. Staff are being brought in as needs arise such as our social media coordinator, webmaster, and publicity coordinator. We don't know yet what re-opening will look like but we are working on Re-Open Plans. We will implement a phased approach. Plans will be formed based on guidance from the health department, the Governor, the CDC, and other federal, state, & local officials. We are working hard to stay apprised of best practices. P. Stringfellow received an invite to a virtual roundtable discussion from Stephen Eastridge of the Jasper County Economic Development Organization. The discussion will bring together members of local organizations and businesses to discuss community needs and share ideas for this new time we're in.

Public Forum: We received two comments from the public via email. Mary Pitstick wrote "Am sure there are many people in Jasper County who would like access to the online library at this time. Could a means be found to give residents a temporary "library card" so they could access what is available?" We have replied to Mary with an answer to her question and realize that not all patrons are aware of the options available to them for access to the library's digital resources. We are and will continue to publicize to patrons via Facebook, the library website, radio, etc. how we can help them. Chris Widner wrote "A big thank you to the library for providing Wi-Fi to the kids for homework!!" N. Waling thanked P. Stringfellow and the library for being in touch inquiring if there are any needs that the library can be of help with in regards to distance learning at Rensselaer Schools. We have also reached out to the KV Schools, DeMotte Covenant, DeMotte Christian, and St. Augustine to see if they have needs that the library could help with.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:44 PM, seconded by K. Housman.

Kristi Housman

Kristie Housman, Secretary

Attest: K. Kaluf, President

JASPER COUNTY PUBLIC LIBRARY

FAMILIES FIRST CORONAVIRUS RESPONSE ACT ("FFCRA") POLICIES

*Effective April 1, 2020**

This Supplement amends and supersedes any prior policies, procedures, and practices that are inconsistent with its contents.

*This Supplement was distributed on May 11, 2020 with retroactive effect.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICIES

Effective April 1, 2020 through December 31, 2020

The Jasper County Public Library (the "Library") provides paid leaves of absence to eligible employees for certain reasons related to the COVID-19 virus in compliance with the Families First Coronavirus Response Act ("FFCRA"). In addition, the U.S. Department of Labor's FFCRA Notice is posted in the workplace and included at the end of this Policy. FFCRA generally provides for two types of fully- or partially-paid leave, Emergency Paid Sick Leave and Emergency Family Medical Leave, both of which are summarized on the chart at the end of this Policy.

This FFCRA Policy supplements the Library's existing leave and attendance policies. Any unused paid leave benefits provided under this Policy expire at 11:59 p.m. on December 31, 2020 and are not paid out upon separation from employment for any reason.

The Library is committed to maintaining as much flexibility as possible in responding to the unique, unprecedented, and evolving challenges presented by COVID-19. The Library anticipates this Policy may need to be updated from time to time and will make every effort to communicate such changes to employees promptly. To the extent any provision of this Policy is at any time inconsistent with any law, regulation, or government order, such authorities will govern and supersede this Policy.

A. Paid Sick Leave ("EPSL")

Amount of Leave

All employees are eligible to receive EPSL subject to the conditions set forth in this Policy. Generally, an employee's maximum hours of EPSL is equal to the average amount of hours the employee is scheduled to work over a two-week period. EPSL is independent of and in addition to any other paid time off under other Library policies.

EPSL can be taken for any combination of six reasons, with pay calculated based on the reason(s) as specified below.

Pay During Leave For Employee's Own Condition

Employees receive up to their maximum amount of EPSL at 100% of their regular rate of pay if they are unable to work (or telework) but for one or more of the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.

2. The employee has been advised by a health care provider to self-quarantine because of COVID-19.

3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

Paid EPSL for any combination of the above reasons is subject to per-employee limits of $511 per day and $5,110 in the aggregate (*i.e.*, through December 31, 2020).

Pay During Leave For Others' Conditions Or Specified Similar Conditions

Employees receive up to their maximum amount of EPSL at two-thirds (2/3) of their regular rate of pay if they are unable to work (or telework) but for one or more of the following reasons:

4. The employee is caring for one of the following individuals who is subject to a quarantine or isolation order or advised to quarantine or isolate by a health care provider ("Relational Care"):

    a. An immediate family member;

    b. A person who regularly resides in the Employee's home; or

    c. A similar person with whom the Employee has a personal relationship creating an expectation of care during quarantine.

5. The employee is caring for their child(ren)[1] whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions ("Emergency Childcare").

6. The employee is experiencing substantially similar conditions as specified by the U.S. Secretary of Health and Human Services, in consultation with the U.S. Secretaries of Labor and Treasury.

Paid EPSL for any combination of the above reasons is subject to per-employee limits of $200 per day and $2,000 in the aggregate (*i.e.*, through December 31, 2020).

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[1] For purposes of FFCRA leave, a child includes a biological, adopted, foster, or step- son or daughter, legal ward, or child for whom the employee is standing *in loco parentis* who is under 18 years of age and an adult son or daughter who has a mental or physical disability and is incapable of self-care because of that disability.

B. Emergency FMLA ("EFMLA")

Eligible employees may take up to 12 weeks of Emergency Family Medical Leave ("EFML") if they are unable to work (or telework) due to the need to provide Emergency Childcare. Eligible employees are those who have been on the Library's payroll for 30 days before the date on which their EFML begins. Those employees who are eligible for leave under the Library's *non-emergency* Family Medical Leave Act ("FMLA") policy are eligible for a combined total of 12 workweeks of leave for all FMLA- or EFMLA-related reasons.

EFML may be paid or unpaid subject to the following:

1. The first two weeks of EFML are unpaid unless:
    a. You have available EPSL, in which case any unused EPSL will be paid out during your first two weeks of EFML; *or*
    b. You have another form of paid time off available that would apply to the circumstances of your need for leave, in which case you may elect to use that other paid time off (subject to its applicable policies) during the first two weeks of EFML.
2. After the first two weeks, any remaining EFML will be paid at 2/3 your regular rate of pay for the hours you normally would be scheduled to work, up to a maximum of $200 per day and $10,000 in the aggregate (*i.e.*, through December 31, 2020).
    a. Normally-scheduled hours for part-time employees typically are determined based on a two-week average.
    b. Normally-scheduled hours for employees whose schedules vary significantly from week to week typically are determined based on a six-month pre-leave average or, for employees employed less than six months, the expected average hours per day upon hire.
3. Employees receiving 2/3 their regular rate of pay through the use of EFML who have other forms of paid time off available that would apply to the circumstances of their need for leave *may elect* (but are not required) to use that other paid time off to *supplement* the difference between their regular compensation and paid EFML benefits.

C. Using Leave

Generally, EPSL and EFML may only be used in consecutive full-day increments from the beginning of a qualifying need for leave through the conclusion of that qualifying need. It cannot be taken in shorter or "intermittent" increments.

However, any unused leave upon the conclusion of a qualifying need may be used in consecutive full-day increments for subsequent qualifying reasons, subject to applicable maximum leave limits.

D. Continuation of Benefits

Employee insurance coverage will continue during EPSL on the same terms and conditions as if leave had not been taken. Employees may choose to continue insurance coverage during EFML as long as the employee continues to pay their share of the premium(s). Premium payments are due on the same schedule as under COBRA. An employee may choose not to continue coverage during EFML, and the Library will restore regular coverage if the employee returns to work.

E. Employee Notification & Documentation

Employees must notify the Library of their need for EPSL or EFML as soon as practicable, and employees receiving EPSL may be required to provide additional notices after their first workday receiving EPSL. Employees may notify their supervisor or Human Resources and are asked to notify both. Employees will be required to submit – in writing – information (and documentation where applicable) supporting their need(s) for leave. The content of the required written materials may vary over time based on guidance from the U.S. Department of Labor and/or Internal Revenue Service. Human Resources will provide forms upon request.

Materials Required for All FFCRA Leave

All employees utilizing FFCRA leave must provide, in writing:

1. Employee Name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason supporting the requested leave and any applicable written support for such reason specified below; and
4. A statement that the employee is unable to work, including by telework (if applicable) for such reason.

Written Support Required For Certain Qualifying Reasons

a. If leave is based on a quarantine order (covering the employee or someone the employee for whom the employee provides care), the employee's statement must include the name of the government entity issuing the order ;

b. If leave is based on quarantine advice from a health care provider (either advice to the employee or to someone for whom the employee provides care), the employee's statement needs to include the name of the health care provider.

c. If leave is based on a need to provide Relational Care, the employee's statement must include the name of the person to whom care is provided and that person's relation to the employee.

d. If leave is based on a need to provide Emergency Childcare, the employee's statement must include:

    i. The name(s) and age(s) of the child(ren) to be cared for;

    ii. The name of the school that has closed or place or provider of care that is unavailable; and

    iii. A representation that no other suitable person is available to provide care during the period of leave requested.

If a child being cared for is over 14 and leave is requested to provide care during daylight hours, the statement also must include a representation that special circumstances exist requiring the employee to provide care during daylight hours.

F. Expiration Of Leave And Job Restoration

You must notify Human Resources at least two days prior to the expiration of EPSL or EFML whether you plan to return to work or whether you need additional leave. Employees returning from a leave during which they contracted COVID-19, experienced symptoms of COVID-19, or engaged in any activity for which public health authorities recommend isolation or other precautions due to COVID-19 may be required to submit a certificate of fitness to return to duty from their medical provider or otherwise confirm their compliance with applicable public health authority return-to-work recommendations.

Generally, employees who are able to return to work upon the conclusion of EPSL or EFML will be reinstated to the same or an equivalent position. If you are unable to return to work after exhausting all available EPSL or EFML, the Library will review options with you on an individual basis.

If a reduction or other event occurs during leave that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during leave. The Library may also decline to return you to work in your same position if you are a highly compensated "key" employee as defined under the FMLA.

FFCRA PAID LEAVE SUMMARY CHART

The following chart summarizes key provisions of Emergency Paid Sick Leave ("EPSL") and Emergency Family Medical Leave ("EFML"). It is provided for convenience and reference only. The full provisions of the Library's FFCRA Policy control over any ambiguous or contrary suggestions in this chart.

Qualifying Reason for Leave	Portion of Regular Rate Paid	Caps	Maximum Amount
1. Employee subject to government quarantine or isolation order related to C-19	100%	$511/day $5,110 total	80 hours (FT) Biweekly average (PT)
2. Employee advised by health care provider to self-quarantine related to C-19	100%	$511/day $5,110 total	80 hours (FT) Biweekly average (PT)
3. Employee experiencing C-19 symptoms and seeking medical diagnosis	100%	$511/day $5,110 total	80 hours (FT) Biweekly average (PT)
4. Caring for individual subject to government quarantine/isolation order or healthcare provider quarantine advisement related to C-19	2/3 (66.6$)	$200/day $2,000 total	80 hours (FT) Biweekly average (PT)
5. Caring for child under 18 whose school/childcare is closed (or care provide is unavailable) due to C-19	2/3 (66.6$)	$200/day $2,000 total (as EPSL)*	80 hours (FT, as EPSL) Biweekly average (PT, as EPSL)
	2/3 (66.6$)	$10,000 total (as EFML)*	10 weeks as EFML (only after 2 weeks unpaid or paid through EPSL or other PTO, and only for those employed at least 30 days)
6. Any other substantially similar condition specified by applicable federal agencies	2/3 (66.6$)	$200/day $2,000 total	80 hours (FT) Biweekly average (PT)

*An employee who is eligible for and uses the maximum EPSL and EFML contemplated by law, all for Emergency Childcare, may receive a combined maximum of $12,000.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

Jasper County Public Library

COVID-19 Mitigation Plan

The health and safety of Jasper County Public Library (JCPL) employees is a top priority. JCPL plans to phase in library services in a manner consistent with federal, state, and local health recommendations as related to COVID-19. The following mitigation plan represents the initial phase and has been developed to protect the health of both individual employees and the public. Successive phases will be shared as their implementation date draws nearer and as details solidify. Generally speaking, we expect many of the restrictions on operations and conduct to lessen over time, though certain practices – particularly those related to handwashing and other personal and environmental hygiene – likely will become long-term or permanent aspects of our operations.

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time). Failure to support the health and safety goals listed below may lead to disciplinary action. This plan does not alter the at-will nature of Library employment. Given the nature and purpose of the Library's efforts, this document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of modifications to the extent and as soon as feasible.

The Management Team will monitor and implement this plan. Questions or suggestions are welcome and should be directed to the Business Office or the Director (preferably via phone or email, and – if in person – while maintaining social distance). JCPL may not always have an answer (immediately or at all), but will always do its very best to provide one.

Maintaining Social Distancing Recommendations

A. JCPL requires social distancing of at least six feet between employees whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's work space).

B. JCPL may make changes in services, library hours, and schedules to maximize employees' ability to adhere to social distancing recommendations. Additionally, Plexiglas sneeze guards will be installed in staff and public areas to aid in mitigation.

C. Employee schedules will be staggered to minimize the number of employees in a building with at least a 15 minute interval between team changes to avoid or minimize team interaction.

D. All departments with fixed workstations will adjust work areas to adhere to at least a six foot distance or install Plexiglas sneeze guards.

E. Employees will have a set schedule and anyone unable to work any portion of their schedule should speak with their supervisor in regard to the reasons why and to discuss the options available to them.

F. Employees will not be in the building when their team is not scheduled except with prior approval of the Director. Social distancing must be maintained.

G. Senior staff who are not scheduled at their building for their weekly hours will be responsible for completing their weekly hours using telecommuting as per Director parameters.

H. Clerks and Pages will be scheduled as close to their normal hours as is possible.

I. Janitors will be scheduled their full hours since they are unable to telework. However, like all employees, janitors are expected to maintain social distancing and utilize appropriate PPE and hygiene protocols.

J. Employees should rely upon phone calls, texts, emails, and virtual meetings to communicate and work together to reduce face-to-face contact.

K. Employees should work six feet away from their co-workers. If the nature of an assignment renders six-foot distancing impossible, notify and discuss with the manager on duty.

L. Employees in small shared offices or close work stations will be moved to an alternate place in the building to work.

M. Employees should enter and exit the library buildings moments or minutes apart as needed to maintain physical distancing. Do not congregate in physical proximity in connection with shifts starting or ending (or any other time).

N. Strive to follow the CDC's recommendation to decrease social contacts in the workplace, such as in-person meetings and group lunches.

O. One employee at a time may be in the staff lounge, and only to use the refrigerator and microwave. Wash hands immediately before and after handling shared appliances. Employees will bring their own dishes and utensils and will take them home at the end of each shift to be cleaned. Carry-in events and shared coffee pots are discontinued at this time.

P. Any employee using the staff lounge must continue to keep the six foot physical distance requirement.

Q. IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

R. Current library services will be limited or modified to ensure that proper social distancing between employees and patrons can be maintained.

S. Patrons will be required to stay in their car during curbside service.

T. Any patron services added will have minimal staff-patron interactions and will require physical distancing ability.

U. Employees should complete incident reports regarding any patrons who repeatedly – and despite polite but clear verbal redirection – violate the social distancing requirements or do not stay on the patron side of the Plexiglas sneeze guards.

Implementing Basic Infection Prevention Measures

A. Employees will disinfect their work areas and high-touch surfaces at the beginning and end of each shift using paper towels and JCPL-provided disinfecting solution. High touch surfaces include such things as door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

B. Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

C. Handwashing is always important but particularly important when changing between work activities, moving materials between co-workers and patrons, or processing the book drop. This is not an exhaustive list. Employees will wash hands before and after such activities to prevent cross contamination.

D. Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

E. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

F. Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

G. Shared workspaces should be sanitized thoroughly between users and at the change of each shift using JCPL-provided solution.

H. Employees should carry their own writing utensils.

I. Employees will contribute to basic housekeeping practices including routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

J. Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.

K. Handwashing signs will be posted in all public and staff restrooms that reflect proper handwashing procedures.

L. Soap and paper towel will be available at all sinks, including public restrooms, for handwashing.

M. Hand sanitizer will be made available for staff and patrons as supplies allow.

Utilizing Personal Protective Equipment (PPE)

A. The library will follow local health department guidance in regard to face coverings. Currently, face coverings are recommended for employees and patrons.

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Face coverings should not hinder job performance.

D. Signs will be placed at library entrances to alert patrons that face coverings are recommended.

E. Social distancing should still be followed even while wearing face coverings or other PPE.

F. Janitorial staff will receive priority access to gloves if supplies run short, especially when cleaning with harsh chemicals.

G. Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

H. Employees are encouraged to rely on frequent and thorough handwashing.

I. Gloves must always be available in spill kits to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

J. Employees may wish to bring their own gloves, but improperly utilized gloves can be a greater source of contamination than bare hands. Employees wearing gloves can become complacent about following proper hand hygiene guidelines. Any employee that wishes to use their gloves at work must ensure frequent glove changes and handwashing before changing work activities.

K. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

Monitoring Individual Health and Wellness

A. The library will post notices regarding the symptoms of COVID-19 in public and staff areas.

B. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

C. Employees are welcome (but by no means required or expected) to consider utilizing the free COVID-19 self-assessment available at: https://landing.google.com/screener/covid19.

D. If an employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay or return home and notify their supervisor immediately. In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19. Employees need not (and should not) share specific symptoms or details with JCPL.

E. Employees are encouraged to follow the CDC's recommendations on what to do if exhibiting symptoms https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf.

Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours.

Materials Entering JCPL Facilities from non-JCPL Facilities

A. Employees handling materials as they enter a JCPL facility will wear gloves as supplies allow.

B. Employees will remove items from book drops and leave in current status.

C. Designated carts will be used for emptying book drops and will not be used for other activities.

D. Items emptied from the book drop will be quarantined for 72 hours.

E. Each library will designate a quarantine area for book drop materials that is away from staff work or travel patterns.

F. Items will be placed on tables or on the floor in the designated quarantine space.

G. For management of the quarantine, a slip will be taped to the table with the date items were placed in quarantine and date/time (72 hours from arrival) that materials will be available to be checked in.

H. After 72 hours a designated cart (clean cart) will be used to transfer library materials to an area for check in.

I. Once checked in, items are available for shelving or holds.

Couriered Materials

A. Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending library or has already been through quarantine at the sending library.

B. Each library will designate a dispatch area for the use of the courier.

C. The transport area must be away from staff work areas to minimize possible contact courier would have with co-workers.

D. Each library location will establish a receiving area for courier deliveries to limit contact between delivery personnel and library staff.

Cleaning and Disinfecting

A. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

B. Disinfecting works by using chemicals or ultraviolet lights to kill germs/viruses on surfaces or objects.

C. A combination of cleaning and disinfecting will be most effective in mitigating the COVID-19 virus.

D. The library will follow CDC guidelines for cleaning and disinfecting facilities.

E. The janitors are responsible for the daily cleaning and disinfecting of the library.

F. The other employees are responsible for cleaning and disinfecting their work areas and /or shared work areas, supplies, and equipment as previously explained.

G. Cleaning and disinfecting will take place at the end of each shift before a team leaves the building.

Symptoms in the Workplace

A. Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately and JCPL will follow CDC Public Health Recommendations for Community-Related Exposure.

B. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. A list of symptoms is available on the CDC website.

C. If a sick employee is suspected or confirmed to have COVID-19, JCPL will follow CDC cleaning and disinfection recommendations.

Effective May 11, 2020

JCPL Covid-19 Plan of Action from Pre-Closure through Phased Reopening

The Jasper County Public Library recognizes that it has an obligation to staff and patrons to provide a safe environment. The library needs a measured plan, throughout this outbreak of Coronavirus (COVID-19), and for any future pandemics.

All dates are pending the progress of the virus, and may be changed to meet the health and safety needs of our communities.

In the afternoon of March 12, 2020 Indiana Governor Eric J. Holcomb, released a memo detailing steps to protect the public from COVID – 19. In consideration of information the Director read/received from health organizations, expressed concerns, and guidance from our state governor, the following action plan was established and shared with staff on March 13, 2020:

- We will continue to stay informed.
- We will be diligent about hand washing.
- We will place signs in all bathrooms (public and staff) that explain proper hand washing technique.
- We have elevated our normal cleaning procedures and will thoroughly disinfect shared surfaces and high traffic areas such as doors, counters and computers more frequently.
- We will limit the number and types of toys made available for child play, making available those items that can be easily cleaned.
- Toys will be disinfected daily.
- We will clean noticeably infected items and items returned in our book drop.
- We will use the UV sterilizer that is available in each library. This will help our supply of Clorox wipes and related cleaning products last longer.
- We will continue to make hand sanitizer available.
- Regarding library programs, the Governor and the Indiana State Department of Health have recommended that small, non-essential gatherings held in venues that do not allow social distancing of six feet per person should be postponed or cancelled. Staff responsible for library programs is required to follow this directive or cancel their program.
- Regarding community use of our meeting rooms, groups reserving these rooms should be made aware of the aforementioned recommendation for social distancing. Those groups will self-monitor.
- Study rooms are for single use only due to social distancing.
- Volunteers may continue to volunteer for the library.
- Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.
- Staff delivering materials to Walking Book patrons should wear a mask (use what you have) and clean materials before and after delivery. Staff should not linger to visit.

In an abundance of caution the Library buildings closed March 16, 2020 until further notice due to the public health crisis, COVID – 19. An emergency board meeting was held and the board did approve the Director's recommendation:

- Director Recommendation: In an abundance of caution I recommend closing all Jasper County Public Library locations due to the public health crisis, COVID – 19, until further notice, paying all staff their regular number of hours per week as per the board-approved salary ordinance. This will remain in effect until we resume normal operations. The following interim steps are to be taken during this public health crisis, the Shut Down Period. All full time and part-time employees will receive pay for the hours they would otherwise have been regularly scheduled to work during the Shut Down Period at their rates of pay currently in effect. The Director is authorized, in her judgment and discretion, to instruct specific employees to execute those assignments needed to ensure continuation of minimum essential services or operations during the Shut Down Period, with priority given to remote work where feasible. Employees who perform work at the Director's instruction during the Shut Down Period must accurately record all time worked and will be paid in accordance with applicable law. Such compensation for time actually worked will be offset against the amount of Emergency paid leave provided for above (e.g., an employee regularly scheduled to work 40 hours per week who is actually required to work 4 hours during a week in the Shut Down Period will receive 4 hours of compensation plus 36 hours of Emergency paid leave). Employees are to report for their first regularly-scheduled shift after the Shut Down Period unless notified otherwise or unless absent in accordance with the Library's existing policies. The Director will notify staff in regard to when the Shut Down Period will end. Staff will not be required to use sick and/or vacation time even if it is already scheduled. The Director is authorized to exercise judgment and discretion in taking steps necessary to maintain minimal essential services and to secure library assets and resources.
- The Library cancelled all community room bookings and programming through April 13, and extended cancellations through May 4 2020, when the first date was approaching.
- All public education has been suspended for the school year, and students will be using e-learning to complete their academic year.
- Minimum essential services/operations include such tasks as: building security/maintenance, business processes, mail/deliveries, management tasks, IT maintenance/support, and cleaning/disinfecting.
- During this shutdown all Info Express transits will be stopped, SRCS requests will be on hiatus, and no requests for transit will be filled.
- JCPL will maintain reliable information on the website and on social media. The Director will stay in communication with staff as much as is practical and useful.

When reopening is feasible, we will follow a phased approach to reopening. Safety for staff and patrons remains our top priority. Our actions will be in step with our Safeguards to a Safe Environment plan.

Phase 1- Closed 3/16/20- until the Director notifies staff that the Shut Down Period has ended.

- Library buildings are closed to the public.
- Essential staff will work on essential tasks, scheduling their time in the building so as not to encounter other staff.
- Essential staff may also work remotely from home in order to provide essential services.
- Only staff approved by the Director may work in the buildings or remotely.

- We will rely upon phone calls, texts, emails and virtual meetings to communicate and work together.
- Book drops manually closed and locked. No fines accrued on materials until shutdown ends. Hotspots not disabled.
- Wi-Fi continue to be available to our patrons outside of the buildings,7am-9pm
- Ramping up Virtual programming, and posts/updates to our website and social media pages
- Enhanced access to e-resources
- Maintenance will install Plexiglas sneeze guards in the staff workstations before additional staff start working in library spaces.
- Repairmen and others who enter our buildings to repair or maintain equipment and systems or render other professional services will maintain social distancing and wash hands as proscribed by the CDC guidelines.

Phase 2- Director has deemed the Shut Down Period ended. Library buildings remain CLOSED to Public. Staff will report to library buildings to work and acclimate to new working conditions for 1-2 weeks (duration to be determined by Director in consultation with Management team).

- Sneeze guards are installed in staff areas first and public areas secondarily.
- Cleaning supplies have been purchased are available/accessible to staff.
- Staff are advised to wash hands regularly and often
- Six feet social distancing should be observed at all times
- Staff should only use their work station; if phones or equipment must be shared staff should clean the phones or equipment before the next user.
- It is recommended that staff wear masks/face coverings when at work. Since masks/face coverings will affect non-verbal communication, staff should take extra steps to be welcoming to patrons and staff, using eye contact and a smile in the voice.
- In consideration of social distancing, staff will be scheduled in groups and groups will not work together. A group will act as an intact unit and should be established in consideration of work tasks and physical location in the library. In case we have a staff member who becomes ill with or exposed to COVID-19, group scheduling will reduce the possibility of all staff being affected. All three library buildings will be open to staff Monday-Saturday 7:45am-8pm. The only staff to be scheduled on Sunday are janitor/maintenance staff. Staff are to be scheduled to work at the library. If it is difficult to get all staff scheduled at the library, some staff may telecommute (work from home) with Director's approval. Staff will be scheduled as per the needs of the library. If a staff member is scheduled for a time that they do not wish to work, they should use vacation time. Due to group scheduling, shift trading will not be feasible.
- We will not be adding any janitor and/or maintenance hours. There will not be a janitor or maintenance person scheduled for every hour that we are open. Staff should clean and disinfect their own work station as needed and at the end of their shift when using a shared work station.
- Director will provide guidance on library budgets and purchasing. Until that guidance is provided, no purchases are allowed except with Director's prior approval.
- Coffee cafes at DeMotte and Wheatfield will be closed. They will be reopened when library facilities are full restored.
- We will not provide any special cleaning supplies in the public or staff restrooms. Soap/water and paper towels work best and are less likely to be taken. Hand sanitizer will be made available if we can acquire it.

- Non–essential doors are to remain open to avoid touching. Front and back doors should remain closed.

- Mark six feet places on the floor in staff and public areas if needed to cue effective social distancing.
- We recommend staff watch the CDC Webinar – Mitigating COVID -19.
- Deliveries will be received at a designated spot at each library, away from staff interactions.
- Info Express will pick up and drop off items in the staff lounge. Technical Services will receive their deliveries into their department.
- Staff will acclimate to the new work environment and will catch up on job /responsibilities/tasks, follow new clean/disinfect processes, check in materials, shelving, processing, program planning, and filling holds
- Janitors will continue to work alone and will work regularly scheduled hours, with increased disinfecting/cleaning on high touch hard surfaces.
- Transport starts running through the system, to catch up on holds for patrons
- Following the period for staff acclimation to workplace environment, we will Unlock book drops
- Implement the new **Handling Library Materials** process
- Vendors will be contacted that the library is ready to receive deliveries
- A few days before starting curbside service staff will begin answering phones, in order to place patron requests for JCPL items only (no ILL requests), and answer other questions. For questions with no immediate answer it is appropriate to say "We do not have an answer to that currently."
- Reinstate ILL work with Info Express deliveries when ISL recommends

Plan processes

Below is the guidance for staff regarding IT equipment. Please contact Systems Administrator if you have questions.

The supplies needed to properly clean our electronic equipment:
70% alcohol solution (neither less than nor greater than 70%, but *exactly* 70% as this satisfies both CDC and Manufacturers recommendations)
Soft Cloth (lint-free, preferably microfiber)

Instructions for disinfecting electronic equipment

(Note: all of the instructions below say to power off and/or unplug...if you power off your computer and monitor, and unplug both computer and monitor from surge suppressors, you don't need to unplug the mouse and keyboard from the computer to clean them)

Cleaning Your Monitor:
Power off the device and unplug it from power.
Use a dry, soft, lint-free cloth, preferably a microfiber cleaning cloth.
Use cleaning solution (noted above) sprayed ONLY on a cloth.
Move the cloth in even, circular motion across the screen.
DO NOT spray liquid directly onto the computer screen.
DO NOT press hard or scrub the screen, this can cause pixels to burn out.
DO NOT use disinfectant wipes on the screen.
Avoid using paper towels, toilet paper, rags, or old clothing. These can scratch the screen.

Cleaning Your Keyboard:
Unplug the keyboard.
Flip keyboard upside down and give a gentle shake to remove any particles in the keyboard.
Use warm water, isopropyl alcohol, or LCD cleaner sprayed ONLY on a cloth.
It can be wiped down with disinfectant wipes.
DO NOT over saturate or let water/cleaner drip into the keyboard keys.

Cleaning Your Mouse:
Unplug the mouse.
Use warm water, isopropyl alcohol, or LCD cleaner sprayed ONLY on a cloth.
It can be wiped down with disinfectant wipes.
DO NOT over saturate or let water/cleaner drip into the mouse.

Cleaning Your Computer:
Power off the device and unplug it from power.
Use warm water, isopropyl alcohol, or LCD cleaner sprayed ONLY on a cloth.
It can be wiped down with disinfectant wipes.
DO NOT over saturate or let water/cleaner drip into the computer.

Additional Tips:
Avoid cleaning products that have ammonia, ethyl alcohol, or acetone/acetate.
Never spray directly onto the screen, computer, or accessories, always spray onto a cloth.

Cleaning Optix plexiglass sneeze guards (guidance FROM DISPLAYS2GO WEBSITE)
Only use a microfiber cloth
Soapy water (such as original Dawn)

Always use a micro-fiber cloth, to avoid damaging your panel, using soapy water to clean the entire surface area. After **wetting the cloth**, be sure to work by lightly blotting the surface rather than applying too much pressure as you wipe.

By aggressively rubbing the plexiglass or acrylic, you may accidently scratch the surface. After you have wiped the entire piece of acrylic, use the dry side of the cloth to buff the area and remove any lingering liquid or suds. Buffing or polishing the plexiglass surface reduces the risk of future stains, allowing for more time between cleanings. Let sit for a moment before checking for any remaining streams, if any are left over, rewet the cloth and dry again.

Choose Carefully: There are a couple of cleaning items that you'll want to stay away from. In fact, using the wrong cleaning product can completely damage your acrylic displays to the point that they become unusable!

- Do not use paper towels because they will not remove scratches and may even cause them. Stick with micro-fiber type of cloth.
- Avoid ammonia based products, like Windex or other home glass cleaners, because they contain harmful chemicals that will actually damage the surface leaving it cloudy looking.
- Soapy water is the safest and most effective cleaning solution for acrylic.

Handling Returned Materials

1. ALL items are returned through the outside book drop
2. Check book drop at set intervals while staff are in the building during the 8 am – 8:00 pm shifts.
3. Employees can choose to wear a mask/face covering when retrieving items from the book drop
4. Each library will designate a quarantine area that is away from staff work and travel patterns, and one door will be kept open to minimize cross-contamination when entering and leaving the quarantine space.
5. Employee will remove items from bookdrop and leave in current status.
6. A Designated "dirty" cart will be used for emptying the book drop and moving materials to the quarantine area. This cart will be kept near the bookdrop area. It will only be used for this purpose.
7. Items emptied from bookdrop will go directly to the quarantine area for 72 hours.
8. Items will be placed on tables or floor in the designated quarantine space.
9. A slip of paper will be taped to the table with the date and time items were placed in quarantine, and the date and time it will be available to be checked in (72 hours later).
10. Return designated "dirty" cart to the book drop area.
11. Staff will immediately wash their hands according to CDC guidelines after returning cart to the bookdrop.
12. After 72 hours a different cart (clean cart) will be used to transfer items to an area for check in.
13. Check items in on TLC with check in date of March 14, 2020 (as this is when the library was last open).
14. Items checked in are available for shelving or to fulfill holds.
15. Again, staff should wash their hands according to CDC guidelines when task is completed and before proceeding on to a new activity.

16. Items that are transferred via courier do not need to be quarantined as the item is either coming off the shelf or Has already been through quarantine at the sending library.
17. The transport area must be away from staff work areas to minimize the possible contact she would have with co-workers.

May 11, 2020

Director's Report
April 2020

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

General Business

Families First Coronavirus Response Act Policy: This new policy has been drafted by our employment law attorney and is necessary due to federal legislation that went into effect April 1, 2020. A board vote is required to adopt this new policy. We will vote by a roll call.

Safeguards to a Safe Environment – Jasper County Public Library's Plan: This plan was drafted by staff and is being reviewed by our employment law attorney. It is my hope that review will be complete by Monday's board meeting. Under Governor Holcomb's Executive Order issued last Friday, every employer in the state of Indiana staying open or re-opening has until May 11, 2020 to "develop a plan to implement measures and institute safeguards to ensure a safe environment." Our plan must be posted publicly, provided to each employee, and address *at least* the following four points: instituting an employee health screening process; employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces; enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer; complying with social distancing requirements established by the CDC, including maintaining 6-foot social distancing when possible and/or employing other separation measures such as wearing face coverings or using barriers. A board vote is required to adopt this new plan. We will vote by a roll call.

Library Access & Services in Consideration of COVID -19: During this public health emergency and in the weeks and months to come it may be necessary to limit or modify public and staff access to our library buildings and to modify library services. These decisions seem operational in nature to me, but I would like for the board to approve that the Director is authorized to exercise judgment and discretion in taking steps necessary to limit or modify public and staff access to our library buildings and to modify or introduce library services in consideration of COVID – 19. A board vote is required. We will vote by a roll call.

COVID-19 Action Plan – Phases of Response & Operation: We have drafted this plan to guide our actions as we end our period of Shut Down and return to our buildings. It will help frame our focus as we safely re-open our buildings, work together, and serve our public. This document is for informational purposes so that you are aware of our focus. We will build upon this plan.

Director's Report

As you can imagine the last month has been very busy for our essential employees as we continue to engage with and serve our community virtually, clean and secure our buildings, take care of normal business tasks such as payroll, ordering, and receiving supplies and maintain our IT equipment. We have had to read, study, formulate, measure, discuss, plan, and implement many new ideas and processes. We have drafted a new policy and two documents essential to operations in our COVID – 19 world. In addition to these tasks we have installed Plexiglas shields in our staff and patron areas as we prepare to bring staff back to our library buildings on May 11 and our public at a future date that has not yet been determined. It has been quite a journey! I am proud of our staff for remaining calm and working 'the problem'. It has been an impressive collective effort!

On April 21, 2020 I received an email from Precision Control that contained this information: *ASHRAE, the American Society of Heating Refrigeration and Air Conditioning Engineers, released the following two statements regarding transmission of SARS-CoV-2 and the operation of HVAC systems during the COVID-19 pandemic. Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures. Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus. On April 14, 2020 ASHRAE published the attached Position Document on Infectious Aerosols. This document outlines ASHRAE's position that facilities of all types should follow, as a minimum, the latest published standards and guidelines and good engineering practice. The position summary at the conclusion of the document summarizes the plan for emergency response for non-healthcare facilities and modifications that should be considered. I contacted Precision Control and Hamstra for guidance right away but assistance has been slow in coming. I did finally speak with our technician from Precision Control who explained things in a bit more detail, adding that implementing the suggestions will likely increase our heating/cooling costs and maintenance costs and would strain equipment. I have not had a conversation with Hamstra yet as we are playing phone tag currently. I am waiting to hear back from Precision Control engineers regarding their thoughts. This is another thing to think about!*

For National Library Week we celebrated virtually. Our Social Media Coordinator, Shannon, created a wonderful video featuring our Children's Librarians sending greetings to our community, promoting virtual services and activities, and announcing our virtual Summer Reading program scheduled for July and our virtual story times scheduled for June.

I will be completing the Pre-Budget Worksheet as required by the Department of Local Government Finance. The deadline for submission has been extended to May 30.

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
April 30, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	$203,548.36	$748,557.44	$54,206.19	$226,390.28	$284,571.51
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$17,757.09	$95.60	$4,791.65	$0.00	$9,326.72	$22,292.16
DeMotte	$6,929.99	$35.90	$916.37	$0.00	$2,675.00	$8,688.62
Rensselaer	$8,077.28	$58.44	$2,363.21	$0.00	$5,515.24	$11,229.31
Wheatfield	$2,749.82	$1.26	$1,512.07	$0.00	$1,136.48	$2,374.23
Library Improvement Reserve Fund	$232,000.47	$0.00	$0.00	$19.05	$76.89	$232,077.36
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,279,221.51	$3,510.00	$12,128.73	$883.87	$8,477.78	$2,275,570.56
Includes Investments of: $2,104,871.51						
State Technology Fund Grant Fund	$0.00	$1,782.00	$7,128.00	$0.00	$21,384.00	$14,256.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$190.77	$0.00	$167.76	$0.00	$47.18	$70.19
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,150.13	$30,982.43	$8,150.13	$30,982.43	$0.00
FICA Tax Collected	$0.00	$8,808.88	$33,786.12	$8,808.88	$33,786.12	$0.00
State Tax Collected	$0.00	$3,938.27	$15,136.38	$3,938.27	$15,136.38	$0.00
County Tax Collected	$0.00	$3,044.19	$11,664.39	$3,044.19	$11,664.39	$0.00
INPRS	$0.00	$3,558.27	$13,808.58	$3,558.27	$13,808.58	$0.00
Deferred Comp Plan	$0.00	$2,890.00	$11,460.00	$2,890.00	$11,460.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,760.92	$15,031.85	$3,760.96	$15,031.90	$0.05
Life Insurance	$0.00	$397.22	$1,612.71	$397.24	$1,612.91	$0.20
Garnishments	$0.00	$0.00	$22.92	$0.00	$22.92	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,339,321.41	$243,483.84	$906,278.96	$89,657.05	$399,208.48	$2,832,250.93

F2

Bank Balances

Jasper County Public Library

Report as of: **04/30/20**

	Bank	
1	Alliance Bank	$727,109.42
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,104,871.51
	Total all banks =	**$2,832,250.93**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$8,419.14**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **04/01/20** *To* **04/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$26,423.80	$53,136.20	66.8
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$102,996.35	$394,993.20	$793,458.80	66.8
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$8,437.55	$31,881.53	$64,770.47	67.0
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,808.88	$33,786.12	$70,610.88	67.6
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$1,477.89	$1,717.57	$786.43	31.4
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,525.30	$40,712.46	$81,016.54	66.6
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,339.62	$45,346.48	$116,029.52	71.9
Subtotal	*$1,754,670.00*		$1,754,670.00	$150,215.59	$574,861.16	$1,179,808.84	67.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$0.00	$2,119.89	$5,880.11	73.5
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$336.82	$1,768.19	$4,731.81	72.8
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$179.16	$807.65	$5,192.35	86.5
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$24.87	$164.69	$835.31	83.5
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$240.46	$2,756.57	$13,443.43	83.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$781.31	$7,771.98	$33,928.02	81.4

3. Other Services and Charge

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$400.00	$4,600.00	92.0
3.14	OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$36.00	$612.32	$6,087.68	90.9
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$3,469.58	$3,883.46	$15,116.54	79.6
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$8,075.00	$23,425.00	74.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,390.49	$4,742.88	$5,757.12	54.8
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$11.10	$1,988.90	99.4
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$0.00	$2,522.21	$17,477.79	87.4
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$1,612.43	$9,387.57	85.3
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$60.94	$304.90	$1,495.10	83.1
3.26	NETWORKING	$85,320.00	$0.00	$85,320.00	$1,154.09	$4,661.98	$80,658.02	94.5
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$3.41	$249.84	$550.16	68.8
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$13,990.00	$17,635.00	$9,365.00	34.7
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,308.72	$5,851.36	$19,148.64	76.6
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$5,130.98	$25,040.45	$84,959.55	77.2
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$1,018.87	$2,981.13	74.5
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$528.35	$2,245.35	$5,754.65	71.9
3.61	BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$6,328.41	$14,769.45	$101,759.55	87.3
3.62	EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$106.71	$199.84	$100.16	33.4
3.91	DUES	$2,600.00	$0.00	$2,600.00	$150.00	$1,756.53	$843.47	32.4
3.93	TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$1,258.00	$1,258.00	($858.00)	-214.5
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98	MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$7,486.49	$26,325.67	$75,878.33	74.2
	Subtotal	*$595,073.00*		$595,073.00	$42,634.42	$123,485.63	$471,587.37	79.2
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$0.00	$1,029.84	$40,570.16	97.5
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$4,869.04	$22,750.23	$127,249.77	84.8
4.52	PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$0.00	$4,878.07	$11,721.93	70.6
4.53	NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$5,048.00	$13,780.53	$50,119.47	78.4
	Subtotal	*$272,100.00*		$272,100.00	$9,917.04	$42,438.67	$229,661.33	84.4
	Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$203,548.36	$748,557.44	$1,914,985.56	71.9

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **04/01/20** *To* **04/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$3,510.00	$11,535.00	$18,465.00	61.6
3.61 BUILDING & STRUCTURES	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$500,000.00	100.0
Subtotal	*$540,000.00*		$540,000.00	$3,510.00	$11,535.00	$528,465.00	97.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$593.73	$186,278.27	99.7
Subtotal	*$186,872.00*		$186,872.00	$0.00	$593.73	$186,278.27	99.7
Grand Total	$726,872.00	$0.00	$726,872.00	$3,510.00	$12,128.73	$714,743.27	98.3

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **04/01/20** *To* **04/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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F4a

Voucher List

Jasper County Public Library

Report Date: From 04/01/20 To 04/30/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	211	PAYROLL	04/10/20	PAYROLL	$60,701.67
0	212	Great-West Retirement	04/10/20	Annuity withheld 04/10/20 payroll (Conf #909)	$1,445.00
0	213	INPRS fbo PERF	04/10/20	INPRS Contributions 4/10/20 Payroll	$7,257.63
0	214	IRS USA TAXPAYMENT	04/10/20	Federal Withholding, Medicare & FICA withheld 4/10/20 Payroll & Ins. (Acknowledgement # 91768067)	$13,318.60
0	215	TOWN OF DEMOTTE	04/10/20	Dem: Sewer & Water : March 2020 (Conf #908)	$168.90
0	216	TOWN OF WHEATFIELD	04/10/20	WH: Sewer Service April 2020 (Conf #907)	$77.35
37516	217	AARON'S LAWN CARE	04/13/20	Rens: Landscape work; removal of old mulch, rock, stumps, & overgrown bushes, lay down landscape fabric, river rock installation, trim & prune bushes & grasses	$4,215.00
37517	218	ACE HARDWARE	04/13/20	Maintenance & janitorial supplies	$81.00
37518	219	ANTHEM BLUE CROSS BLUE	04/13/20	Health insurance premiums- April 2020	$13,629.58
37519	220	ANTHEM LIFE	04/13/20	Life insurance premiums- April 2020	$109.39
37520	221	BAKER & TAYLOR	04/13/20	Books, Continuations, AV, Auto. Yours	$6,156.76
37521	222	BAKER & TAYLOR ENTERTAIN	04/13/20	AV	$1,797.30
37522	223	BUSINESS CARD	04/13/20	DeMotte PO Box rental, janitorial & library supplies, Office software licenses, Facebook advertising	$813.22
37523	224	CENTURYLINK	04/13/20	Rens: Fax line- April 2020	$55.97
37524	225	CI INSURANCE	04/13/20	Semi-annual premium for building insurance; annual premium for workers comp	$13,990.00
37525	226	CREATIVE PRODUCT SOURC	04/13/20	Imagine Your Story stickers	$164.02
37526	227	CULLIGAN WATER CONDITIO	04/13/20	Wh: Water Cooler Rental- April 2020	$12.71
37527	228	DELTA DENTAL	04/13/20	Dental insurance premiums- April 2020	$540.26
37528	229	ENA SERVICES LLC	04/13/20	Internet Service- March 2020	$1,782.00
37529	230	FERGUSON FACILITIES #3400	04/13/20	Odor counteractants	$51.59
37530	231	GOVCONNECTION, INC.	04/13/20	Office software licenses	$2,767.58
0	232	INDIANA DEPT. OF WORKFOR	04/13/20	1st Quarter 2020 Unemployment Compensation Pymt (Conf #1576515)	$1,477.89
37531	233	INDIANA GROCERY GROUP, L	04/13/20	Digital Literacies Planning Meeting expenses, Management Meeting expenses	$56.90
37532	234	INDIANA WASTE SERVICE	04/13/20	DeM & Wh: Trash pick-up April 2020	$140.00
37533	235	JASPER COUNTY TREASURE	04/13/20	Spring Installment: DeM- Tax bill for ditch & special assessment; Wh- Tax bill for ditch	$1,258.00
37534	236	JOHNSON CONTROLS FIRE P	04/13/20	Wh: Replacement of batteries on fire panel	$865.56
37535	237	KONE, INC.	04/13/20	DeM: Elevator maintenance agreement 4/1-6/30/2020	$469.71
37536	238	KIRBY RISK CORPORATION	04/13/20	Lighting & electrical parts	$97.94
37537	239	KROOSWYK PLUMBING, HEAT	04/13/20	DeM: Backflow test	$100.00
37538	240	MIDWEST TAPE	04/13/20	AV	$2,008.96
37539	241	MOHLER ARCHITECTS, P.C.	04/13/20	DeM: Parking lot project	$3,510.00
37540	242	NIMBO IP LLC	04/13/20	Monthly Managed Service- March 2020; Required system admin module and end point manager for managed service account, 25 year license	$1,163.00
37541	243	NIPSCO	04/13/20	DeM & Wh: Gas & electric service 3/2-3/31/20	$4,332.71
37542	244	NITCO	04/13/20	DeM: Local phone service- April 2020	$135.01
37543	245	PRECISION CONTROL SYSTE	04/13/20	DeM: preventative maintenance; Rens: HVAC repair	$1,375.38
37544	246	QUILL LLC	04/13/20	Toilet paper	$254.94
37545	247	RENSSELAER ROTARY CLUB	04/13/20	1st quarter dues	$150.00
37546	248	ROEING CORPORATION	04/13/20	Tech Maintenance Support - 2nd Installment 2020	$6,250.00
37547	249	STEVE'S SPECIALIZED SERVI	04/13/20	Laundry	$36.00
37548	250	TEAM SOFTWARE SOLUTION	04/13/20	Public Web Browser Annual Renewal	$125.00
37549	251	TRUGREEN PROCESSING CE	04/13/20	Wh: Ornamental bed weed control	$326.55

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37550	252	VSP INSURANCE CO. (CT)	04/13/20	Vision insurance premiums- April 2020	$202.81
37551	253	WAL-MART COMMUNITY/SYN	04/13/20	Library, maintenance, & janitorial supplies, AV	$171.67
0	254	PAYROLL	04/24/20	PAYROLL	$57,362.23
0	255	AFLAC	04/24/20	Supplement Insurance April 2020 (Conf #913)	$1,015.72
0	256	ALLIANCE BANK	04/24/20	Direct Deposit Fees - March 2020	$36.90
0	257	CENTURYLINK	04/24/20	Wh: Fax line April 2020 (Conf #912)	$36.51
0	258	CITY OF RENSSELAER	04/24/20	Rens: Utilities: 3/9-4/7/20 (Conf #910)	$2,481.34
0	259	Great-West Retirement	04/24/20	Annuity withheld 04/24/20 payroll (Conf #915)	$1,445.00
0	260	INDIANA DEPARTMENT OF RE	04/24/20	State & County Taxes withheld April 2020 Payrolls	$6,982.46
0	261	INPRS fbo PERF	04/24/20	INPRS Contributions 4/24/20 Payroll	$6,825.94
0	262	IRS USA TAXPAYMENT	04/24/20	Federal Withholding, Medicare & FICA withheld 4/24/20 Payroll & Ins. (Acknowledgement # 53823804)	$12,449.29
0	263	SPRINT	04/24/20	Hotspot Data Service 3/12-4/11/20 (Conf #911)	$1,154.09
0	264	UNIQUE MANAGEMENT SERVI	04/24/20	Collections: Initial/Secondary Placements- March 2020 (Conf# 914)	$35.80
0	266	ALLIANCE BANK	04/30/20	Positive Pay Fee- April 2020	$15.00

Total Amount of Claims **$243,483.84**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 08, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$243,483.84**

Date this 11th **day of** May **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$57.47	$5,967.26
DeMotte	$0.00	$2,039.43		
Rensselaer	$57.47	$2,663.81		
Wheatfield	$0.00	$1,264.02		
PHOTOCOPIES:			$0.00	$2,321.30
DeMotte	$0.00	$736.60		
Rensselaer	$0.00	$1,122.05		
Wheatfield	$0.00	$462.65		
INTEREST (Checking, Repurchase, CDs):			$33.05	$196.77
TAXES:			$54,115.67	$216,462.68
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$216,462.68		
TAXABLE SALES:-			$0.00	$23.72
REFUNDS:			$0.00	$1,418.55
Rebates/Refund	$0.00	$35.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$733.55		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$54,206.19**	**$226,390.28**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$0.00	$9,326.72
DeMotte	$0.00	$2,675.00		
Rensselaer	$0.00	$5,515.24		
Wheatfield	$0.00	$1,136.48		
LIB. IMPROV. RESERVE FUND:			$19.05	$76.89
Interest Earned	$19.05	$76.89		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$883.87	$8,477.78
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$883.87	$8,477.78		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$47.18
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$55,109.11**	**$265,702.85**

F5b

WITHHOLDING ACCOUNT FUNDS:			$34,547.94	$133,505.63
FIT Tax Collected	$8,150.13	$30,982.43		
FICA Collected	$8,808.88	$33,786.12		
State Tax Collected	$3,938.27	$15,136.38		
County Tax Collected	$3,044.19	$11,664.39		
INPRS	$3,558.27	$13,808.58		
Deferred Comp Plan	$2,890.00	$11,460.00		
Pre-tax Insurance Plan	$3,760.96	$15,031.90		
Life Insurance	$397.24	$1,612.91		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$89,657.05**	**$399,208.48**

F6a

Voucher List

Jasper County Public Library

Report Date: From 05/01/20 To 05/11/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	265	PAYROLL	05/08/20	PAYROLL	$56,872.60
0	267	Great-West Retirement	05/08/20	Annuity withheld 05/08/20 payroll (Conf #918)	$1,445.00
0	268	INPRS fbo PERF	05/08/20	INPRS Contributions 5/8/20 Payroll	$6,829.71
0	269	IRS USA TAXPAYMENT	05/08/20	Federal Withholding, Medicare & FICA withheld 5/8/20 Payroll & Ins. (Acknowledgement # 62929726)	$12,328.82
0	270	TOWN OF DEMOTTE	05/08/20	Dem: Sewer & Water : April 2020 (Conf #917)	$85.35
0	271	TOWN OF WHEATFIELD	05/08/20	WH: Sewer Service May 2020 (Conf #916)	$77.35
37552	272	AARON'S LAWN CARE	05/11/20	Mowing & edging	$545.00
37553	273	ACE HARDWARE	05/11/20	COVID-19 expenses, repair parts	$86.94
37554	274	ANTHEM BLUE CROSS BLUE	05/11/20	Health insurance premiums- May 2020	$13,629.58
37555	275	ANTHEM LIFE	05/11/20	Life insurance premiums- May 2020	$109.39
37556	276	BLUETARP FINANCIAL, INC	05/11/20	COVID-19 expenses	$663.19
37557	277	A. E. BOYCE COMPANY, INC.	05/11/20	Vendor checks	$230.86
37558	278	CARDINAL COPIER SOLUTION	05/11/20	Quarterly maintenance agreement on DeMotte staff copier 1/10-4/9/20	$707.42
37559	279	CENTURYLINK	05/11/20	Rens: Fax line- May 2020	$55.97
37560	280	COMMONWEALTH TECHNOLO	05/11/20	Quarterly maintenance agreement on Rens staff copier	$377.45
37561	281	CULLIGAN WATER CONDITIO	05/11/20	Wh: Water Cooler Rental- May 2020	$12.71
37562	282	DELTA DENTAL	05/11/20	Dental insurance premiums- May 2020	$540.26
37563	283	ENA SERVICES LLC	05/11/20	Internet Service- April 2020	$1,782.00
37564	284	INDIANA WASTE SERVICE	05/11/20	DeM & Wh: Trash pick-up May 2020	$140.00
37565	285	KROGER GARDIS & REGAS, L	05/11/20	Legal Assistance- COVID-19 Matters	$300.00
37566	286	NIMBO IP LLC	05/11/20	Monthly Managed Service- April 2020	$815.00
37567	287	NIPSCO	05/11/20	DeM & Wh: Gas & electric service 3/31-4/30/20	$3,351.95
37568	288	NITCO	05/11/20	DeM: Local phone service- May 2020	$135.01
37569	289	OFFICE DEPOT	05/11/20	Janitorial & office supplies	$123.29
37570	290	QUILL LLC	05/11/20	COVID-19 expenses	$41.16
37571	291	RENSSELAER REPUBLICAN	05/11/20	DeM: Newspaper subcription	$144.99
37572	292	ROEING CORPORATION	05/11/20	EOA for Exchange Server	$2,160.00
37573	293	TRUGREEN PROCESSING CE	05/11/20	Lawn fertilization	$263.55
37574	294	VSP INSURANCE CO. (CT)	05/11/20	Vision insurance premiums- May 2020	$202.81
37575	295	JOHNSON CONTROLS FIRE P	05/11/20	Rens: Annual Fire Alarm Test & Inspection	$494.85
37576	296	TECH SMITH	05/11/20	Snagit single-user upgrade license & software maintenance	$32.24

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$104,584.45**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 11, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$104,584.45**

Date this 11th **day of** May **,20**20**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

204

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 8, 2020, 6pm
DeMotte Public Library

Opening of Meeting	Moment of Silence

Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of May Board Meeting
Bills/Financial Reports

General Business

Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian (R 15)	Information
COVID 19 Mitigation Plan Revision (R 15)	Action
Plan of Action – Phased Re-Opening Update (R 15)	Information
Library Expenditures (R 16)	Information
Director Review (R 16)	Information
2020 Budget Committee (R 17)	Information

Director's Report (R 15-R 17)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **May 11, 2020**
Jasper County Public Library Board of Trustees **Virtual Meeting**
6:00 PM

Since this was a virtual meeting, board member attendance was verified via roll call and all voting was done via roll call.

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Julie Davidson, Natalie Waling, Mark Heinig, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent:

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes and bills/financial reports were approved as presented on a motion by J. Umlauf and seconded by J. Davidson. Motion passed.

Families First Coronavirus Response Act Policy: This new policy has been drafted by our employment law attorney and is necessary due to federal legislation that went into effect April 1, 2020. K. Housman moved to approve the Families First Coronavirus Response Act Policy, seconded by J. Harper. Motion passed.

Safeguards to a Safe Environment – Jasper County Public Library's Plan: This plan was drafted by staff and reviewed by our employment law attorney. Our attorney has advised a title change to this document. The new title is Jasper County Public Library COVID-19 Mitigation Plan. Under Governor Holcomb's Executive Order issued May 1, 2020, every employer in the state of Indiana staying open or re-opening has until May 11, 2020 to "develop a plan to implement measures and institute safeguards to ensure a safe environment." Our plan must be posted publicly, provided to each employee, and address at least the following four points: instituting an employee health screening process; employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces; enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer; complying with social distancing requirements established by the CDC, including maintaining 6-foot social distancing when possible and/or employing other separation measures such as wearing face coverings or using barriers. We recommend the board adopt the COVID-19 Mitigation Plan. The plan will be posted publicly on the library's website as required and distributed to staff. N. Waling moved to adopt the Jasper County Public Library COVID-19 Mitigation Plan, seconded by M. Heinig. Motion passed.

Library Access & Services in Consideration of COVID-19: During this public health emergency and in the weeks and months to come it may be necessary to limit or modify public and staff access to our library buildings and to modify library services. We recommend the board authorize the Director to exercise judgment and discretion in taking steps necessary to limit or modify public and staff access to our library buildings and to modify or introduce library services in consideration of COVID-19. J. Davidson moved to authorize the Director to exercise judgment and discretion in taking steps necessary to limit or modify public and staff access to our library buildings and to modify or introduce library services in consideration of COVID-19, seconded by K. Housman. Motion passed.

COVID-19 Action Plan – Phases of Response & Operation: We have drafted this plan to guide our actions as we end our period of Shut Down and return to our buildings. It is an operational document for staff and will help frame our focus as we safely re-open our buildings, work together, and serve our public. This document is for information purposes so the board is aware of our focus. We will build upon this plan.

Director's Report: On April 21, 2020 P. Stringfellow received an email from Precision Control, the HVAC maintenance vendor for DeMotte & Rensselaer Libraries that contained information from ASHRAE, the American Society of Heating Refrigeration and Air Conditioning Engineers, regarding transmission of SARS-CoV-2 and the operation of HVAC systems during the COVID-19 pandemic. We have spoken with our technician from Precision Control about the DeMotte & Rensselaer HVAC systems and with our technician from Hamstra about the Wheatfield HVAC system in consideration of the ASHRAE recommendations. Our technicians reminded us that these are recommendations not requirements and explained that implementing the recommendations would be expensive as utility bills and maintenance costs would likely increase. Additionally, HVAC equipment would be strained. Filter upgrades were a part of the recommendations, but implementing the recommended filters at Wheatfield would not be possible without retrofitting the existing equipment. Filter changes could be done at DeMotte and Rensselaer but the filters may be difficult to get and are expensive. The Library already uses good quality filters in our HVAC systems. Some area schools seem to be taking a wait and see approach. We will do same. Our HVAC vendors have indicated this is an appropriate response. As we end our Shut Down, we have been working hard to communicate with the public via social media and press releases to keep them updated and informed. The public is very interested and want to know the timeline for when different services will be available. This is difficult because we don't know the answers yet to some of their questions. We have been and will continue to answer the questions we can and keep the public informed the best we are able. We are moving forward with very low spending as we anticipate the tax revenue received in June will likely be lower than normal due to the 60 day grace period for property tax payers. We expect to receive another distribution in July to capture the rest of the revenue. The Director review which usually occurs at the May board meeting will happen a little later than normal this year. Evaluations will be handed out to board members at the June meeting with the Director review being presented at the July board meeting.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:28 PM, seconded by K. Housman.

Kristie Housman

Kristie Housman, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
Mar-May 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	18	0	0	18
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	23	9	1	33
Blu-Ray (DBR)	124	8	11	143
Books on CD (DBKCD)	62	6	5	73
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	28	0	0	28
Digital Audiobooks (DDA)	26	0	0	26
DVD (DDVD)	1067	48	55	1170
Equipment (DEQP)	15	0	0	15
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	324	27	22	373
Fiction Fantasy (DFICF)	4	0	2	6
Fiction Inspirational (DFICI)	54	4	3	61
Fiction Mystery (DFICM)	76	6	0	82
Fiction New (DFICNEW)	327	39	27	393
Fiction Science Fiction (DFICSF)	7	6	1	14
Fiction Western (DFICW)	3	0	1	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	114	2	20	136
Hanging Bags (DHANG)	3	0	0	3
Hotspots (DWIFI)	0	37	0	37
ILL (DILL)	29	0	2	31
Internet (DINTER)	260	0	0	260
Juv. Audio book (DJAUDB)	16	7	1	24
Juv. Biography (DJBIO)	30	0	7	37
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	22	0	3	25
Juv. Digital Device (DJDDP)	10	0	0	10
Juvenile Easy (DJE)	637	4	51	692
Juv. Easy Non-fiction (DJENF)	16	0	4	20
Juv. Easy Reader (DJER)	238	1	3	242
Juv. Easy Reader NF (DJERN)	4	2	0	6
Juv. Fiction (DJFIC)	577	23	36	636
Juv. Graphic Novel (DJGN)	43	1	8	52
Juv. Holiday books (DJHOL)	2	0	0	2
Juv. Launchpads (DPTAB)	3			3
Juv. Magazine (DJMAG)	5	0	1	6
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	219	13	25	257
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	118	2	7	127
Large Print Fiction (DLPF)	72	16	4	92
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	59	10	4	73
Large Print Nonfic (DLPNF)	9	0	0	9
Large Print Western (DLPW)	6	0	0	6
Magazine (DMAG)	520	3	1	524
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	0	0	3	3
Nonfiction 100 (DNF100)	13	2	10	25
Nonfiction 200 (DNF200)	10	0	0	10
Nonfiction 300 (DNF300)	24	4	3	31
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	16	1	2	19
Nonfiction 600 (DNF600)	96	6	12	114
Nonfiction 700 (DNF700)	43	4	3	50
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	24	4	2	30
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	47	3	0	50
Nonfiction (DNFIC)	5	0	0	5
Nonfiction New (DNFNEW)	144	15	15	174
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	5	0	6
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	4	128	1	133
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	2	0	0	2
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	106	7	2	115
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	2	2	14
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	1	1	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	28	0	31
Blu-Ray (RBR)	48	290	9	347
Books on CD (RBKCD)	2	78	4	84
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	46	1	50
Digital Audiobooks (RDA)	2	19	1	22
DVD (RDVD)	138	1218	91	1447
Equipment (REQP)	0	11	0	11
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	42	362	20	424
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	31	210	18	259
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	38	45	13	96
Hanging Bag (RHANG)	0	2	0	2
Hotspots (RWIFI)	4	35	2	41
ILL (RILL)	0	22	0	22
Internet (RINTER)	0	260	0	260
Juv. Audio book (RJAUDB)	2	16	0	18
Juv. Biography (RJBIO)	1	11	3	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	14	2	16
Juv. Digital Device (RJDDP)	0	3	0	3
Juvenile Easy (RJE)	28	200	31	259
Juv. Easy Non-fiction (RJENF)	2	10	4	16
Juv. Easy Reader (RJER)	32	236	7	275
Juv. Easy Reader NF (RJERN)	7	10	0	17
Juv. Fiction (RJFIC)	50	233	17	300
Juv. Graphic Novel (RJGN)	6	12	3	21
Juv. Launchpads (RPTAB)	1	4		5
Juv. Magazine (RJMAG)	0	1	0	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	19	98	20	137
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	19	104	24	147
Large Print Fiction (RLPF)	6	79	6	91
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	63	1	65
Large Print Nonfic (RLPNF)	2	13	0	15
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	84	0	84
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	1	3
Non-Fiction 100 (RNF100)	2	10	3	15

Non-Fiction 200 (RNF200)	9	23	3	35
Non-Fiction 300 (RNF300)	8	33	2	43
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	5	3	6	14
Non-Fiction 600 (RNF600)	21	85	24	130
Non-Fiction 700 (RNF700)	5	49	6	60
Non-Fiction 800 (RNF800)	2	2	3	7
Non-Fiction 900 (RNF900)	1	12	1	14
Nonfiction Blu-Ray (RNFBR)	0	2	1	3
Nonfiction DVD (RNFDVD)	6	54	4	64
Nonfiction (RNFIC)	0	1	0	1
Nonfiction New (RNFNEW)	37	96	29	162
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	1	1
Playaway View (RVIEW)	1	1	0	2
Professional Coll. (RPRO)	0	8	0	8
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	62	23	0	85
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	5	14	23
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	1	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	16	40	9	65
YA Music CD (RYACD)	0	2	4	6
YA Nonfiction (RYANF)	0	0	2	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	11	14
Blu-Ray (WBR)	13	14	203	230
Books on CD (WBKCD)	4	18	78	100
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	1	32	37
Digital Audiobooks (WDA)	4	0	8	12
DVD (WDVD)	86	42	859	987
Equipment (WEQP)	0	0	3	3
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	37	12	239	288
Fiction Fantasy (WFICF)	4	0	6	10
Fiction Inspirational (WFICI)	23	7	16	46
Fiction Mystery (WFICM)	1	5	40	46

Fiction New (WFICNEW)	40	16	122	178
Fiction Science Fiction (WFICSF)	1	0	5	6
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	11	0	36	47
Hanging Bags (WHANG)	30	1	15	46
Hotspots (WWIFI)	0	30	11	41
ILL (WILL)	1	1	14	16
Internet (WINTER)	0	0	113	113
Juv. Audio book (WJAUDB)	11	1	21	33
Juv. Biography (WJBIO)	1	1	10	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	7	1	3	11
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	57	8	232	297
Juv. Easy Non-fiction (WJENF)	18	0	29	47
Juv. Easy Reader (WJER)	40	16	162	218
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	64	7	130	201
Juv. Graphic Novel (WJGN)	4	0	12	16
Juv. Launchpads (WPTAB)	5	0	4	9
Juv. Magazine (WJMAG)	0	0	8	8
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	4	120	144
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	30	0	91	121
Large Print Fiction (WLPF)	11	5	65	81
Large Print Inspirational (WLPI)	0	5	9	14
Large Print Mystery (WLPM)	0	6	7	13
Large Print New (WLPN)	5	9	102	116
Large Print Nonfic (WLPNF)	3	3	8	14
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	59	2	85	146
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	6	1	3	10
Non-Fiction 200 (WNF200)	3	3	3	9
Non-Fiction 300 (WNF300)	2	2	10	14
Non-Fiction 400 (WNF400)	0	2	3	5
Non-Fiction 500 (WNF500)	1	0	4	5
Non-Fiction 600 (WNF600)	9	7	32	48
Non-Fiction 700 (WNF700)	9	0	16	25
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	1	3	24	28
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	8	1	20	29
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	15	4	44	63
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	10	0	5	15
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	2	2
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	1	3	3	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	26	12	67	105
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	3	0	8	11
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	2	2
TOTAL	7090	4984	3913	15987

CIRCULATION BY HOLDINGS CODE
Mar-May 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	18	0	0	18
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	27	39	12	78
Blu-Ray (BR)	187	314	224	725
Books on CD (BKCD)	68	102	87	257
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	35	47	33	115
Digital Audiobooks (DA)	32	19	9	60
DVD (DVD)	1291	1308	1005	3604
Equipment (EQP)	15	11	3	29
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	403	401	281	1085
Fiction Fantasy (FICF)	8	0	8	16
Fiction Inspirational (FICI)	77	11	19	107
Fiction Mystery (FICM)	77	11	40	128
Fiction New (FICNEW)	398	265	167	830
Fiction Science Fiction (FICSF)	8	6	6	20
Fiction Western (FICW)	3	0	6	9

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	163	47	69	279
Hanging Bags (HANG)	33	3	15	51
Hotspots (WIFI)	4	102	13	119
ILL (ILL)	30	23	16	69
Internet (INTR)	260	260	113	633
Juv. Audio book (JAUDB)	29	24	22	75
Juv. Biography (JBIO)	32	12	20	64
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	29	15	8	52
Juv. Digital Device (JDDP)	10	3	0	13
Juvenile Easy (JE)	722	212	314	1248
Juv. Easy Non-Fiction (JENF)	36	**10**	37	83
Juv. Easy Reader (JER)	310	253	172	735
Juv. Easy Reader NF (JERN)	11	12	0	23
Juv. Fiction (JFIC)	691	263	183	1137
Juv. Graphic Novel (JGN)	53	13	15	81
Juv. Holiday (JHOL)	2	0	0	2
Juv. Launchpads (PTAB)	9	4	4	17
Juv. Magazine (JMAG)	5	1	9	15
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	258	115	165	538
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	167	106	122	395
Large Print Fiction (LPF)	89	100	75	264
Large Print Inspirational (LPI)	0	5	9	14
Large Print Mystery (LPM)	0	6	7	13
Large Print New (LPN)	65	82	107	254
Large Print Nonfic (LPNF)	14	16	8	38
Large Print Western (LPW)	6	0	0	6
Magazine (MAG)	579	89	86	754
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	0	2	4	6
Non-Fiction 100 (NF100)	21	13	16	50
Non-Fiction 200 (NF200)	22	26	6	54
Non-Fiction 300 (NF300)	34	39	15	88
Non-Fiction 400 (NF400)	3	3	3	9
Non-Fiction 500 (NF500)	22	4	12	38
Non-Fiction 600 (NF600)	126	98	68	292
Non-Fiction 700 (NF700)	57	53	25	135
Non-Fiction 800 (NF800)	12	3	3	18
Non-Fiction 900 (NF900)	26	19	27	72
Non-Fiction Blu-Ray (NFBR)	2	2	1	5
Non-Fiction DVD (NFDVD)	61	58	24	143
Nonfiction (NFIC)	5	1	0	6
Nonfiction New (NFNEW)	196	115	88	399
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	1	1
Professional Coll. (PROF)	0	8	0	8

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	11	1	5	17
Reference (REF)	21	7	2	30
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	5	1	7
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	62	23	0	85
SRCS (From other libraries III-SRC	4	128	1	133
SRCS (SRCSW) Wheatfield	4	5	14	23
STEAM Kits (STEAM)	2	0	2	4
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	3	4	4	11
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	1	3	3	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	148	59	78	285
YA Music CD (YACD)	0	2	4	6
YA Nonfiction (YANF)	13	2	12	27
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	2	2	5
				0
Free reads	59	69	32	160
Games/Puzzles	24	30	5	59
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7197	5095	3947	16239

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1194	958	759	2911
Nonfiction	617	474	307	1398
CHILDREN'S BOOKS				
Fiction	1972	859	806	3637
Nonfiction	328	137	222	687
YA BOOKS				
Fiction	311	106	147	564
Nonfiction	15	2	12	29
Preloaded Dig Dev, Child	9	4	4	17
Magazines, Adult	579	89	0	668
Magazines, Children	5	1	9	15
Sound Recordings, adult	139	175	136	450
Sound Recordings, ch	91	44	49	184
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	70	156	15	241
STEAM Kits	2	0	2	4

Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1552	1683	1259	4494
Equipment	19	113	16	148
Total	6903	4802	3743	15448
A-V Circulation	1782	1902	1444	5128
A-V Circulation as % of total	25.8%	39.6%	38.6%	33.2%

CIRCULATION STATISTICS

March-May 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	37	2	**1,194**	47	1	**958**	37	1	**759**	**2,911**
Nonfiction	47	0	**617**	31	0	**474**	9	0	**307**	**1,398**
CHILDREN'S BKS										
Fiction	17	1	**1,972**	29	23	**859**	14	0	**806**	**3,637**
Nonfiction	5	0	**328**	7	20	**137**	3	24	**222**	**687**
YA BOOKS										
Fiction	8	0	**311**	10	0	**106**	9	0	**147**	**564**
Nonfiction	1	0	**15**	0	0	**2**	0	0	**12**	**29**
Preloaded Dig Dev	0	0	**9**	0	0	**4**	0	0	**4**	**17**
Magazines,Adult	0	0	**579**	0	0	**89**	0	0	**0**	**668**
Magazines, Child	0	0	**5**	0	0	**1**	0	0	**9**	**15**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	6	46	**139**	3	0	**175**	14	0	**136**	**450**
Sound Rec/Child	8	0	**91**	2	0	**44**	14	0	**49**	**184**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**70**	0	0	**156**	0	0	**15**	**241**
STEAM Kits	0	0	**2**	0	0	**0**	0	0	**2**	**4**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**0**	**1**
DVD/BluRay	20	60	**1,552**	35	156	**1,683**	24	0	**1,259**	**4,494**
Equipment	0	0	**19**		0	**113**	1	0	**16**	**148**
TOTAL	149	109	**6,903**	164	200	**4,802**	125	25	**3,743**	**15,448**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,535	77,098	61,709
Circulation Increase/Decrease	**-0.6%**	**-34.0%**	**-23.4%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	19,106	15,448	-19.1%
Jan. to date circulation	99,014	57,155	-42.3%

R3

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,931	23,966	15,967	16,013	16,642	16,678	**Fiction**
19,745	19,792	19,457	19,488	8,377	8,386	**Nonfiction**
						CHILDREN'S BKS
15,934	15,950	14,235	14,241	13,676	13,690	**Fiction**
9,263	9,268	6,221	6,208	6,546	6,525	**Nonfiction**
						YA BOOKS
2,417	2,425	3,311	3,321	3,454	3,463	**Fiction**
628	629	406	406	154	154	**Nonfiction**
2	2	0	0	4	4	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,157	4,117	656	659	4,838	4,852	**Sound Rec/Adult**
679	687	4,495	4,497	896	910	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	15	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,433	7,393	11,578	11,457	6,924	6,948	**VHS/DVD/Blu-ray**
118	118	142	142	57	58	**Equipment**
84,495	84,535	77,134	77,098	61,609	61,709	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March - May 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	398	86	537	116	444	96	1379	299
LOCAL HISTORY								
In person	0	0	4	1	0	0	4	1
Letters written	0	0	17	17	0	0	17	17
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	260	11	260	11	113	5	633	26
Internet use-Wireless	1910		2249		864		5023	
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	38	5	0	0	43	6
Public FAX24	21		13		19		53	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	7	2	12	4	0	0	19	6
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	31		2		3		36	
Outreach activities	8	8	7	5	0	0	15	10
Meeting Room Use (no. of group	33	11	26	9	16	5	75	25
Study room use	22	2	37	3	9	1	68	6
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	758	8	2	0	760	8
Pull Requests	213	213	33	33	82	82	328	1968
E-books downloaded							8166	
IN-HOUSE USE ITEMS	308		0		75		383	
SELF-CHECKOUT USE	37		166		57		260	
INTERLIBRARY LOANS								
Requests made for:							44	11
Items rec'd for:							38	19
Items requested by other librarie							65	
Items supplied to other libraries							55	28

REGISTRATIONS

Total Borrowers	7174	10972	4483	22629
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	259	455	116	830
Number of New Patrons Added	21	12	23	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	0	0	0	0	2	12
Children's Programs (0-13)	8	48	5	30	5	30	18	108
Number attending	133		100		37		270	

YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	2		14		1		17	
Adult Programs	2	12	2	12	2	12	6	36
Number attending	71		39		23		133	
Senior Citizen Programs	4	24	1	6	1	6	6	36
Number attending	19		12		10		41	
Total Number of Programs	**16**	96	**9**	54	**8**	48	**33**	198
Total Persons Attending	**225**		**165**		**71**		**461**	
Total Attending Same Month Last Yr.	387		136		275		798	
Total Staff Hours Spent		431		265		237	934	2629
Total Number of In-House Program	**11**		**9**		**7**		**27**	
Total Attendance	**135**		**165**		**60**		**360**	
Total Number of Outreach Program	**5**		**0**		**1**		**6**	
Total Attendance	**90**		**0**		**11**		**101**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4665	67.5%	3026	62.7%	2715	70.8%	10406	66.8%
Corporate	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Juvenile 0-11	45	0.7%	61	1.3%	9	0.2%	115	0.7%
Juvenile-AV	474	6.9%	291	6.0%	250	6.5%	1015	6.5%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	87	1.3%	164	3.4%	133	3.5%	384	2.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	16	0.2%	1	0.0%	0	0.0%	17	0.1%
Reciprocal YA	3	0.0%	1	0.0%	0	0.0%	4	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	37	0.8%	0	0.0%	37	0.2%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	60	1.2%	0	0.0%	60	0.4%
Staff	1440	20.8%	903	18.7%	690	18.0%	3033	19.5%
Walking books	22	0.3%	118	2.4%	0	0.0%	140	0.9%
YA 12-17	2	0.0%	1	0.0%	0	0.0%	3	2.3%
YA-AV	156	2.3%	160	3.3%	40	1.0%	356	2.3%
Total	6913		4823		3837		15573	
All items borrowed by nonresidents	106	1.5%	203	4.2%	133	3.5%	442	2.8%

R10

Jasper County Public Library

COVID-19 Mitigation Plan

The health and safety of Jasper County Public Library (JCPL) employees is a top priority. JCPL plans to phase in library services in a manner consistent with federal, state, and local health recommendations as related to COVID-19. The following mitigation plan represents the initial phase and has been developed to protect the health of both individual employees and the public. Successive phases will be shared as their implementation date draws nearer and as details solidify. Generally speaking, we expect many of the restrictions on operations and conduct to lessen over time, though certain practices – particularly those related to handwashing and other personal and environmental hygiene – likely will become long-term or permanent aspects of our operations.

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time). Failure to support the health and safety goals listed below may lead to disciplinary action. This plan does not alter the at-will nature of Library employment. Given the nature and purpose of the Library's efforts, this document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of modifications to the extent and as soon as feasible.

The Management Team will monitor and implement this plan. Questions or suggestions are welcome and should be directed to the Business Office or the Director (preferably via phone or email, and – if in person – while maintaining social distance). JCPL may not always have an answer (immediately or at all), but will always do its very best to provide one.

Maintaining Social Distancing Recommendations

A. JCPL requires social distancing of at least six feet between employees whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's work space).

B. JCPL may make changes in services, library hours, and schedules to maximize employees' ability to adhere to social distancing recommendations. Additionally, Plexiglas sneeze guards will be installed in staff and public areas to aid in mitigation.

C. Employee schedules ~~will~~ may be staggered to minimize the number of employees in a building with at least a 15 minute interval between team changes to avoid or minimize team interaction.

D. All departments with fixed workstations will adjust work areas to adhere to at least a six foot distance or install Plexiglas sneeze guards.

E. Employees will have a set schedule and anyone unable to work any portion of their schedule should speak with their supervisor in regard to the reasons why and to discuss the options available to them.

F. Employees will not be in the building when their team is not scheduled except with prior approval of the Director. Social distancing must be maintained.

G. Senior staff who are not scheduled at their building for their weekly hours will be responsible for completing their weekly hours using telecommuting as per Director parameters.

H. Clerks and Pages will be scheduled as close to their normal hours as is possible.

I. Janitors will be scheduled their full hours since they are unable to telework. However, like all employees, janitors are expected to maintain social distancing and utilize appropriate PPE and hygiene protocols.

J. Employees should rely upon phone calls, texts, emails, and virtual meetings to communicate and work together to reduce face-to-face contact.

K. Employees should work six feet away from their co-workers. If the nature of an assignment renders six-foot distancing impossible, notify and discuss with the manager on duty.

L. Employees in small shared offices or close work stations will be moved to an alternate place in the building to work.

M. Employees should enter and exit the library buildings moments or minutes apart as needed to maintain physical distancing. Do not congregate in physical proximity in connection with shifts starting or ending (or any other time).

N. Strive to follow the CDC's recommendation to decrease social contacts in the workplace, such as in-person meetings and group lunches.

O. One employee at a time may be in the staff lounge, and only to use the refrigerator and microwave. Wash hands immediately before and after handling shared appliances. Employees will bring their own dishes and utensils and will take them home at the end of each shift to be cleaned. Carry-in events and shared coffee pots are discontinued at this time.

P. Any employee using the staff lounge must continue to keep the six foot physical distance requirement.

Q. IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

R. Current library services will be limited or modified to ensure that proper social distancing between employees and patrons can be maintained.

S. Patrons will be required to stay in their car during curbside service.

T. Any patron services added will have minimal staff-patron interactions and will require physical distancing ability.

U. Employees should complete incident reports regarding any patrons who repeatedly – and despite polite but clear verbal redirection – violate the social distancing requirements or do not stay on the patron side of the Plexiglas sneeze guards.

Implementing Basic Infection Prevention Measures

A. Employees will disinfect their work areas and high-touch surfaces at the beginning and end of each shift using paper towels and JCPL-provided disinfecting solution. High touch surfaces include such things as door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

B. Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

C. Handwashing is always important but particularly important when changing between work activities, moving materials between co-workers and patrons, or processing the book drop. This is not an exhaustive list. Employees will wash hands before and after such activities to prevent cross contamination.

D. Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

E. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

F. Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

G. Shared workspaces should be sanitized thoroughly between users and at the change of each shift using JCPL-provided solution.

H. Employees should carry their own writing utensils.

I. Employees will contribute to basic housekeeping practices including routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

J. Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.

K. Handwashing signs will be posted in all public and staff restrooms that reflect proper handwashing procedures.

L. Soap and paper towel will be available at all sinks, including public restrooms, for handwashing.

M. Hand sanitizer will be made available for staff and patrons as supplies allow.

Utilizing Personal Protective Equipment (PPE)

A. The library will follow local health department guidance in regard to face coverings. Currently, face coverings are recommended for employees and patrons.

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Face coverings should not hinder job performance.

D. Signs will be placed at library entrances to alert patrons that face coverings are recommended.

E. Social distancing should still be followed even while wearing face coverings or other PPE.

F. Janitorial staff will receive priority access to gloves if supplies run short, especially when cleaning with harsh chemicals.

G. Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

H. Employees are encouraged to rely on frequent and thorough handwashing.

I. Gloves must always be available in spill kits to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

J. Employees may wish to bring their own gloves, but improperly utilized gloves can be a greater source of contamination than bare hands. Employees wearing gloves can become complacent about following proper hand hygiene guidelines. Any employee that wishes to use their gloves at work must ensure frequent glove changes and handwashing before changing work activities.

K. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

Monitoring Individual Health and Wellness

A. The library will post notices regarding the symptoms of COVID-19 in public and staff areas.

B. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

C. Employees are welcome (but by no means required or expected) to consider utilizing the free COVID-19 self-assessment available at: https://landing.google.com/screener/covid19.

D. If an employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay or return home and notify their supervisor immediately. ~~In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19. Employees need not (and should not) share specific symptoms or details with JCPL~~. In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19 and the basic identification of each symptom (e.g., "shortness of breath" or "fever.". Employees need not share further details when reporting to supervisors and supervisors should not solicit further details. The Business Office may seek limited follow-up information in appropriate cases.

E. Employees are encouraged to follow the CDC's recommendations on what to do if exhibiting symptoms https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf.

Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours.

Materials Entering JCPL Facilities from non-JCPL Facilities

A. Employees handling materials as they enter a JCPL facility will wear gloves as supplies allow.

B. Employees will remove items from book drops and leave in current status.

C. Designated carts will be used for emptying book drops and will not be used for other activities.

D. Items emptied from the book drop will be quarantined for 72 hours.

E. Each library will designate a quarantine area for book drop materials that is away from staff work or travel patterns.

F. Items will be placed on tables or on the floor in the designated quarantine space.

G. For management of the quarantine, a slip will be taped to the table with the date items were placed in quarantine and date/time (72 hours from arrival) that materials will be available to be checked in.

H. After 72 hours a designated cart (clean cart) will be used to transfer library materials to an area for check in.

I. Once checked in, items are available for shelving or holds.

Couriered Materials

A. Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending library or has already been through quarantine at the sending library.

B. Each library will designate a dispatch area for the use of the courier.

C. The transport area must be away from staff work areas to minimize possible contact courier would have with co-workers.

D. Each library location will establish a receiving area for courier deliveries to limit contact between delivery personnel and library staff.

Cleaning and Disinfecting

A. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

B. Disinfecting works by using chemicals or ultraviolet lights to kill germs/viruses on surfaces or objects.

C. A combination of cleaning and disinfecting will be most effective in mitigating the COVID-19 virus.

D. The library will follow CDC guidelines for cleaning and disinfecting facilities.

E. The janitors are responsible for the daily cleaning and disinfecting of the library.

F. The other employees are responsible for cleaning and disinfecting their work areas and /or shared work areas, supplies, and equipment as previously explained.

G. Cleaning and disinfecting will take place at the end of each shift before a team leaves the building.

Symptoms in the Workplace

A. Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately and JCPL will follow CDC Public Health Recommendations for Community-Related Exposure.

B. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. A list of symptoms is available on the CDC website.

C. If a sick employee is suspected or confirmed to have COVID-19, JCPL will follow CDC cleaning and disinfection recommendations.

Effective May 11, 2020

Director's Report
May 2020

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

General Business:

Annual Impacts - Report of DeMotte Branch Librarian and Youth Librarian: Librarians Debbie Kristoff and Shannon Heldak will make their annual reports to the board.

COVID 19 Mitigation Plan Revision: You adopted our Mitigation Plan at our May board meeting. As staff returned to the building and we began to administer the policy it became apparent that a revision was necessary in the Monitoring Individual Health and Wellness section. Our employment law attorney has advised this revision. Additionally in the Maintaining Social Distancing Recommendations section I recommend that we change 'employee schedules will be staggered' to employee schedules may be staggered. We brought staff back to our buildings on May 11 with a staggered schedule; however, on June 8 staff schedules will no longer be staggered. Staff will be back to their regular schedules. Using the word may instead of will provides flexibility for the library as we move through this unprecedented time. Please see R 10. A board vote is required.

Plan of Action – Phased Re-Opening Update: Phase 2 began on May 11. Staff returned to our library buildings and acclimated to the new work environment and started to catch up on job responsibilities and tasks. Working a staggered scheduled, six days per week, was challenging for all, but staff followed the schedule diligently and without complaint. All actions noted in Phase 2 were completed. Book drops were opened and returned items quarantined for 72 hours; staff began to answer library phones, process holds, and assist patrons via telephone; our courier began to move materials between our libraries; and Curbside Service was launched on May 21. We entered Phase 3 on May 26. We continued to restore library services and build upon the previous phase. We launched Virtual Story Times and Curbside crafts on June 1. Library buildings remain closed to the public except for Copy/Print/FAX by appointment which was launched on June 4. We restored Interlibrary Loan/SRCS requests on June 1 and restored PhoneTree, the software we use to contact patrons who have overdue items, on June 3. At this point our message to patrons is to remind them that book drops are open and to return or renew their items. No overdue fines are being charged. We are also preparing to restore our Walking Book Service. The service plan has been written, and the service will be launched on June 11. We continue with our measured progress plan with staff and patron safety being our highest priority. As we move through the phases and restore services we are working hard to communicate with both staff and patrons so that all are clear about what is happening. Communication is vitally important and we are doing our best. Patrons continue to be appreciative and encouraging and are offering smiles, waves, and thank yous as we serve. I have received one complaint via Facebook Messenger which basically suggested that we are 'running behind our neighboring libraries and have no plan.' Tough words to read, but thankfully the only 'complaint' that I am aware of. I do not agree with this patron's assessment. At this point, patrons have an option for returning/borrowing library materials, for virtual library programs (story time), for copy/print/FAX by appointment, for interlibrary loan requests, for reference assistance, for virtual services (databases and eContent), for renewing or acquiring a traditional library card, for acquiring a digital library card, for accessing WIFI. Plans are underway for our virtual Summer Reading Program which will occur in July. At this point I am not certain when we will move to Phase 4 but it will be after the State of Indiana moves to their Phase 4. We typically follow their lead, lagging a week or so behind. Each step takes a lot of planning and coordination.

Library Expenditures: The only tax revenue we have received so far this year is LIT, so our operating balance is low. We knew this was going to be the case as the pandemic unfolded, so we dialed spending way back and are currently spending very slowly, essential expenditures only. No purchases are allowed except with my approval. We look forward to receiving our spring tax draw in a June and a July installment. We are eager to see how this revenue will come in. We hope that actual receipts will be in step with our estimates, but there is a level of uncertainty. I have participated in a number of virtual meetings where local government finance has been the topic of discussion. Because of the current economic downturn and high rate of unemployment slow growth and reduced funding is very likely in upcoming years. How slow and how reduced is not yet known. We need to plan for the worst and hope for the best. We will be talking more about this in upcoming weeks as we prepare our 2021 budget and review our financial report after the spring tax revenue is received, but based upon what I know now I advise that we run lean for the remainder of this year so that we can begin 2021 with an operating balance that is as high as we can make it, relying upon our gift funds to fill some of the gaps. We are solvent with healthy reserves, and we want to stay that way.

Director Review: You will be doing my evaluation at the July board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Natalie Waling, chair of the Director's evaluation committee. Natalie will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the July meeting. At the July meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Mark Heinig and Janet Umlauf also serve on this committee.

2020 Budget Committee: The date for our Budget Workshop has not yet been set by our DLGF Field Rep. This year's meeting will be virtual and will occur between July 13 - August 28. Once I know the date of our Budget Workshop, I will need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before I meet with the Field Rep. Committee members include: Janelle Harper, Chair; Mark Heinig; and Kristie Housman. Hopefully we will know soon so that we can establish our budget timeline.

Director's Report:

DuPont, located in Remington, donate three five-gallon buckets of hand sanitizer to the library. They manufactured the hand sanitizer and distributed throughout the community, and we were very happy to receive it! Hand sanitizer is not readily available for purchase.

Long Range Plan/Technology Plan Update: Normally you would receive a progress report this month in regard to March, April, May accomplishments. Since we have been so focused on the pandemic and related matters I am not providing a report this month. I will provide a report in September reflecting March-August.

Department reports will return next month. Staff have been inordinately busy with many things as they have worked to get caught up and acclimated to the new work environment. I am very proud of their diligence, hard work, and positive attitudes. This has not been an easy season for JCPL, but together we are working things out. I am thankful.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
May 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$155,781.98**	$904,339.42	**$54,271.56**	$280,661.84	**$183,061.09**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$0.00	$4,791.65	$1,441.26	$10,767.98	**$23,733.42**
DeMotte	$6,929.99	**$0.00**	$916.37	**$0.00**	$2,675.00	**$8,688.62**
Rensselaer	$8,077.28	**$0.00**	$2,363.21	**$1,441.26**	$6,956.50	**$12,670.57**
Wheatfield	$2,749.82	**$0.00**	$1,512.07	**$0.00**	$1,136.48	**$2,374.23**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$18.44**	$95.33	**$232,095.80**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund Includes Investments of: $2,105,522.92	$2,279,221.51	**$0.00**	$12,128.73	**$664.97**	$9,142.75	**$2,276,235.53**
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$8,910.00	**$0.00**	$21,384.00	**$12,474.00**
Capital Projects Fund Includes Investments of:	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$0.00**	$47.18	**$70.19**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,544.69**	$38,527.12	**$7,544.69**	$38,527.12	**$0.00**
FICA Tax Collected	$0.00	**$8,328.01**	$42,114.13	**$8,328.01**	$42,114.13	**$0.00**
State Tax Collected	$0.00	**$3,735.27**	$18,871.65	**$3,735.27**	$18,871.65	**$0.00**
County Tax Collected	$0.00	**$2,870.73**	$14,535.12	**$2,870.73**	$14,535.12	**$0.00**
INPRS	$0.00	**$3,401.66**	$17,210.24	**$3,401.66**	$17,210.24	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$14,350.00	**$2,890.00**	$14,350.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,760.92**	$18,792.77	**$3,760.96**	$18,792.86	**$0.09**
Life Insurance	$0.00	**$397.22**	$2,009.93	**$397.24**	$2,010.15	**$0.22**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$190,492.48**	**$1,096,771.44**	**$89,324.79**	**$488,533.27**	**$2,731,083.24**

F2

Bank Balances

Jasper County Public Library

Report as of: **05/31/20**

	Bank	
1	Alliance Bank	$625,290.32
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,105,522.92
	Total all banks =	**$2,731,083.24**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$9,070.55**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **05/01/20** *To* **05/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$33,053.80	$46,506.20	58.5
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$97,319.10	$492,312.30	$696,139.70	58.6
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,829.33	$39,710.86	$56,941.14	58.9
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,328.01	$42,114.13	$62,282.87	59.7
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$1,717.57	$786.43	31.4
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,012.76	$50,725.22	$71,003.78	58.3
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,339.62	$56,686.10	$104,689.90	64.9
Subtotal	*$1,754,670.00*		$1,754,670.00	$141,458.82	$716,319.98	$1,038,350.02	59.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$230.86	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$112.79	$2,232.68	$5,767.32	72.1
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$10.50	$1,778.69	$4,721.31	72.6
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$777.00	$1,584.65	$4,415.35	73.6
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$14.29	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$0.00	$2,756.57	$13,443.43	83.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$1,145.44	$8,917.42	$32,782.58	78.6
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$300.00	$700.00	$4,300.00	86.0
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$0.00	$612.32	$6,087.68	90.9
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$2,192.24	$6,075.70	$12,924.30	68.0
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$8,075.00	$23,425.00	74.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,070.54	$5,813.42	$4,686.58	44.6
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$11.10	$1,988.90	99.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$178.25	$2,700.46	$17,299.54	86.5
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$1,612.43	$9,387.57	85.3
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$0.00	$304.90	$1,495.10	83.1
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$409.97	$5,071.95	$80,248.05	94.1
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$249.84	$550.16	68.8
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,243.51	$7,094.87	$17,905.13	71.6
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$4,319.48	$29,359.93	$80,640.07	73.3
3.53 WATER	$4,000.00	$0.00	$4,000.00	$186.35	$1,205.22	$2,794.78	69.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$486.15	$2,731.50	$5,268.50	65.9
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$808.55	$15,578.00	$100,951.00	86.6
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$212.55	$87.45	29.2
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,756.53	$843.47	32.4
3.93 TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$1,258.00	($858.00)	-214.5
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	***Annual Appropriation***	***Change to Appropriation***	***Current Appropriation***	***Disbursements This Month***	***Disbursements YTD***	***Balance***	***Percent***
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$1,824.98	$28,150.65	$74,053.35	72.5
Subtotal	*$595,073.00*		$595,073.00	$13,032.73	$136,518.36	$458,554.64	77.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$0.00	$1,029.84	$40,570.16	97.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$0.00	$22,750.23	$127,249.77	84.8
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$144.99	$5,023.06	$11,576.94	69.7
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$0.00	$13,780.53	$50,119.47	78.4
Subtotal	*$272,100.00*		$272,100.00	$144.99	$42,583.66	$229,516.34	84.3
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$155,781.98	$904,339.42	$1,759,203.58	66.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 276 STATE TECHNOLOGY FUND

F3d

Jasper County Public Library

Report Date: From **05/01/20** *To* **05/31/20**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **05/01/20** ***To*** **05/31/20**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	265	PAYROLL	05/08/20	PAYROLL	$56,872.60
0	267	Great-West Retirement	05/08/20	Annuity withheld 05/08/20 payroll (Conf #918)	$1,445.00
0	268	INPRS fbo PERF	05/08/20	INPRS Contributions 5/8/20 Payroll	$6,829.71
0	269	IRS USA TAXPAYMENT	05/08/20	Federal Withholding, Medicare & FICA withheld 5/8/20 Payroll & Ins. (Acknowledgement # 62929726)	$12,328.82
0	270	TOWN OF DEMOTTE	05/08/20	Dem: Sewer & Water : April 2020 (Conf #917)	$85.35
0	271	TOWN OF WHEATFIELD	05/08/20	WH: Sewer Service May 2020 (Conf #916)	$77.35
37552	272	AARON'S LAWN CARE	05/11/20	Mowing & edging	$545.00
37553	273	ACE HARDWARE	05/11/20	COVID-19 expenses, repair parts	$86.94
37554	274	ANTHEM BLUE CROSS BLUE	05/11/20	Health insurance premiums- May 2020	$13,629.58
37555	275	ANTHEM LIFE	05/11/20	Life insurance premiums- May 2020	$109.39
37556	276	BLUETARP FINANCIAL, INC	05/11/20	COVID-19 expenses	$663.19
37557	277	A. E. BOYCE COMPANY, INC.	05/11/20	Vendor checks	$230.86
37558	278	CARDINAL COPIER SOLUTION	05/11/20	Quarterly maintenance agreement on DeMotte staff copier 1/10-4/9/20	$707.42
37559	279	CENTURYLINK	05/11/20	Rens: Fax line- May 2020	$55.97
37560	280	COMMONWEALTH TECHNOLO	05/11/20	Quarterly maintenance agreement on Rens staff copier	$377.45
37561	281	CULLIGAN WATER CONDITIO	05/11/20	Wh: Water Cooler Rental- May 2020	$12.71
37562	282	DELTA DENTAL	05/11/20	Dental insurance premiums- May 2020	$540.26
37563	283	ENA SERVICES LLC	05/11/20	Internet Service- April 2020	$1,782.00
37564	284	INDIANA WASTE SERVICE	05/11/20	DeM & Wh: Trash pick-up May 2020	$140.00
37565	285	KROGER GARDIS & REGAS, L	05/11/20	Legal Assistance- COVID-19 Matters	$300.00
37566	286	NIMBO IP LLC	05/11/20	Monthly Managed Service- April 2020	$815.00
37567	287	NIPSCO	05/11/20	DeM & Wh: Gas & electric service 3/31-4/30/20	$3,351.95
37568	288	NITCO	05/11/20	DeM: Local phone service- May 2020	$135.01
37569	289	OFFICE DEPOT	05/11/20	Janitorial & office supplies	$123.29
37570	290	QUILL LLC	05/11/20	COVID-19 expenses	$41.16
37571	291	RENSSELAER REPUBLICAN	05/11/20	DeM: Newspaper subcription	$144.99
37572	292	ROEING CORPORATION	05/11/20	EOA for Exchange Server	$2,160.00
37573	293	TRUGREEN PROCESSING CE	05/11/20	Lawn fertilization	$263.55
37574	294	VSP INSURANCE CO. (CT)	05/11/20	Vision insurance premiums- May 2020	$202.81
37575	295	JOHNSON CONTROLS FIRE P	05/11/20	Rens: Annual Fire Alarm Test & Inspection	$494.85
37576	296	TECH SMITH	05/11/20	Snagit single-user upgrade license & software maintenance	$32.24
0	297	PAYROLL	05/22/20	PAYROLL	$54,905.83
0	298	AFLAC	05/22/20	Supplement Insurance May 2020 (Conf #919)	$1,015.72
0	299	ALLIANCE BANK	05/22/20	Direct Deposit Fees - April 2020	$36.80
0	300	CENTURYLINK	05/22/20	Wh: Fax line May 2020 (Conf #922)	$64.56
0	301	CHRISTINA SANDERS	05/22/20	Courier Mileage: 5/11-5/15/2020 (Conf # 923)	$178.25
0	302	CITY OF RENSSELAER	05/22/20	Rens: Utilities: 4/7-5/7/20 (Conf #921)	$2,580.84
0	303	COMMONWEALTH TECHNOLO	05/22/20	Quarterly maintenance agreement on Wh. staff copier (Conf# 920)	$193.46
0	304	Great-West Retirement	05/22/20	Annuity withheld 05/22/20 payroll (Conf #925)	$1,445.00
0	305	INDIANA DEPARTMENT OF RE	05/22/20	State & County Taxes withheld May 2020 Payrolls	$6,606.00
0	306	INPRS fbo PERF	05/22/20	INPRS Contributions 5/22/20 Payroll	$6,584.71
0	307	IRS USA TAXPAYMENT	05/22/20	Federal Withholding, Medicare & FICA withheld 5/22/20 Payroll & Ins. (Acknowledgement # 42502780)	$11,871.89
0	308	SPRINT	05/22/20	Hotspot Data Service 4/12-5/11/20 (Conf #924)	$409.97
0	309	ALLIANCE BANK	05/31/20	Positive Pay Fee- May 2020	$15.00

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$190,492.48**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, June 03, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $190,492.48

Date this 8th **day of** June **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$132.24	$6,099.50
DeMotte	$91.14	$2,130.57		
Rensselaer	$41.10	$2,704.91		
Wheatfield	$0.00	$1,264.02		
PHOTOCOPIES:			$3.75	$2,325.05
DeMotte	$0.80	$737.40		
Rensselaer	$2.95	$1,125.00		
Wheatfield	$0.00	$462.65		
INTEREST (Checking, Repurchase, CDs):			$19.90	$216.67
TAXES:			$54,115.67	$270,578.35
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$270,578.35		
TAXABLE SALES:-			$0.00	$23.72
REFUNDS:			$0.00	$1,418.55
Rebates/Refund	$0.00	$35.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$733.55		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$54,271.56**	**$280,661.84**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,441.26	$10,767.98
DeMotte	$0.00	$2,675.00		
Rensselaer	$1,441.26	$6,956.50		
Wheatfield	$0.00	$1,136.48		
LIB. IMPROV. RESERVE FUND:			$18.44	$95.33
Interest Earned	$18.44	$95.33		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$664.97	$9,142.75
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$664.97	$9,142.75		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$47.18
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$56,396.23**	**$322,099.08**

F5b

WITHHOLDING ACCOUNT FUNDS:			$32,928.56	$166,434.19
FIT Tax Collected	$7,544.69	$38,527.12		
FICA Collected	$8,328.01	$42,114.13		
State Tax Collected	$3,735.27	$18,871.65		
County Tax Collected	$2,870.73	$14,535.12		
INPRS	$3,401.66	$17,210.24		
Deferred Comp Plan	$2,890.00	$14,350.00		
Pre-tax Insurance Plan	$3,760.96	$18,792.86		
Life Insurance	$397.24	$2,010.15		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$89,324.79**	**$488,533.27**

F6a

Voucher List

Jasper County Public Library

Report Date: From **06/01/20** ***To*** **06/08/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37577	317	AARON'S LAWN CARE	06/08/20	Mowing & edging	$930.00
37578	318	ACE HARDWARE	06/08/20	Maintenance supplies	$760.97
37579	319	ADVANCED IMAGING SOLUTI	06/08/20	Quarterly maintenance agreement on patron copiers	$257.26
37580	320	ANTHEM BLUE CROSS BLUE	06/08/20	Health insurance premiums- June 2020	$13,629.58
37581	321	ANTHEM LIFE	06/08/20	Life insurance premiums- June 2020	$109.39
37582	322	BAKER & TAYLOR	06/08/20	Books, Continuations, AV, Auto. Yours	$7,802.60
37583	323	BAKER & TAYLOR ENTERTAIN	06/08/20	AV	$762.95
37584	324	BLUETARP FINANCIAL, INC	06/08/20	Maintenance supplies	$165.29
37585	325	CENTURYLINK	06/08/20	Rens: Fax line- June 2020	$55.97
37586	326	COLLABORATIVE SUMMER LI	06/08/20	Summer Reading supplies & prizes, staff summer reading t-shirts	$302.45
37587	327	CREATIVE PRODUCT SOURC	06/08/20	Summer Reading prizes	$619.06
37588	328	CULLIGAN WATER CONDITIO	06/08/20	Wh: Water Cooler Rental- June 2020; 5-gallon drinking water- 4	$48.71
37589	329	DEBORAH KRISTOFF	06/08/20	Mileage 3/11-5/8/20	$75.90
37590	330	ENA SERVICES LLC	06/08/20	Internet Service- May 2020	$1,782.00
37591	331	ENGAGED PATRONS.ORG	06/08/20	Engaged Readers Summer Reading program 6/1/20-5/31/21	$350.00
37592	332	ICC BUSINESS PRODUCTS	06/08/20	Janitorial supplies	$100.00
37593	333	INDIANA STATE LIBRARY	06/08/20	Info Express Delivery Services, 2 days/week	$800.00
37594	334	INDIANA WASTE SERVICE	06/08/20	DeM & Wh: Trash pick-up June 2020	$140.00
37595	335	JOHNSON CONTROLS FIRE P	06/08/20	DeM & Wh: Annual Fire Alarm Test & Inspection	$2,034.42
37596	336	KROGER GARDIS & REGAS, L	06/08/20	Legal Assistance- COVID-19 Matters; Personnel Matters	$870.00
37597	337	LEGAL DIRECTORIES PUBLIS	06/08/20	Continuations	$132.75
37598	338	LINDA POORTENGA	06/08/20	Mileage 2/20-2/26/20	$64.40
37599	339	MAGAZINE SUBSCRIPTION SE	06/08/20	September - December magazine renewals	$2,614.95
37600	340	MARLENE BEEDLE	06/08/20	Mileage 2/24/20	$25.30
37601	341	MIDWEST COLLABORATIVE F	06/08/20	Annual membership fee	$125.00
37602	342	NIMBO IP LLC	06/08/20	Monthly Managed Service- May 2020	$815.00
37603	343	NIPSCO	06/08/20	DeM & Wh: Gas & electric service 4/30-5/29/20	$4,652.62
37604	344	NITCO	06/08/20	DeM: Local phone service- June 2020	$135.01
37605	345	OFFICE DEPOT	06/08/20	Janitorial supplies	$134.75
37606	346	OSBY WATER CONDITIONING	06/08/20	Wh. Water softener chemicals	$210.00
37607	347	POST TRIBUNE	06/08/20	DeM & Rens: Newspaper subscriptions Acct# 44365252, 6 months	$338.00
37608	348	QUILL LLC	06/08/20	Hand soap	$57.79
37609	349	RACHAEL CAVINDER	06/08/20	Mileage 1/16-5/20/20	$26.45
37610	350	RAYANN GILMORE	06/08/20	Wheatfield Petty Cash	$27.49
37611	351	RELIABLE EXTERMINATORS, I	06/08/20	Rens: Exterior Treatment	$152.00
37612	352	ROEING CORPORATION	06/08/20	100ft cable	$37.88
37613	353	SCIENCETELLERS	06/08/20	Virtual Summer Reading Program Presenter	$395.00
37614	354	SMITH FARM STORE	06/08/20	Maintenance supplies	$9.48
37615	355	STAPLES CREDIT PLAN	06/08/20	Chair	$199.99
37616	356	STEVE'S SPECIALIZED SERVI	06/08/20	Laundry	$20.00
37617	357	THE LIBRARY CORPORATION	06/08/20	LS2 Reports License Renewal July 2020 - June 2021; NCIP Software Renewal July 2020 - June 2021	$827.00
37618	358	TRUGREEN PROCESSING CE	06/08/20	Lawn fertilization & grub preventative treatments	$829.18
37619	359	VSP INSURANCE CO. (CT)	06/08/20	Vision insurance premiums- June 2020	$202.81

F66

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$43,629.40**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 08, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$43,629.40**

Date this 8th **day of** June **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

JUL

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 13, 2020, 6pm
Rensselaer Public Library
(meeting will be open to the public; public may attend)

Executive Session: To discuss an employee job performance evaluation (IC 5-14-1.5-6.1).

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of June Board Meeting	
Bills/Financial Reports	
Policy Review (R 10, R 12)	
General Business	
2021 Budget Committee (R 14)	Information
Plan of Action – Phased Re-Opening Update (R 14)	Information
Director's Report (R 14-R 18)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **June 8, 2020**
Jasper County Public Library Board of Trustees **DeMotte Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Mark Heinig, Kristie Housman, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Debbie Kristoff, Shannon Heldak
Absent: Janet Umlauf, Julie Davidson

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes and bills/financial reports were approved as presented on a motion by M. Heinig, seconded by J. Harper. Motion passed.

Annual Impacts – Report of DeMotte Branch Librarian and Youth Services Librarian: S. Heldak, DeMotte Youth Services Librarian, shared that the 2019 summer reading program was a big success with programs having high attendance and kids/teens really enjoying themselves. The theme was 'A Universe of Stories'. For the K-5 age group the Challenger Learning Center presented a program with 93 attendees with three different stations to learn about the science behind bubbles and oobleck and what it'd be like to be an astronaut. Other programs for this age group included Silly Safaris, CR Ryan Magician, and Science Tellers. One kid ever mentioned that the Science Tellers program was 'the best summer program he's ever been to!' For the teens there was a Tie Dye program with 37 teens attending which is outstanding attendance for a teen program. The teens also participated in Galaxy Paintings, Stem Challenges, and Cosmo Cookies programs. Teens were "stampeding" into these programs with registration filling up fast. The Homeschool Adventure program was started at the beginning of 2019 but really took off in the 2019-2020 school year. This was a monthly program with a new country being highlighted each month. Featured countries included Poland, France, Germany, and Brazil. The same families would come each month and kids and parents were able to bond while having fun together doing crafts or stem challenges that required group work. A roughly five foot tall rainforest display was created by the kids and displayed in the children's department. InbeTWEEN the Lines book discussion for ages 8-12 had a good following of three kids every month who discussed the book, had a snack, and did an activity related to the book. The activities were unique and memorable for the kids. They were able to meet a therapy rabbit, make and donate fleece blankets to the local animal shelter, and make their own butter using heavy cream.

D. Kristoff, DeMotte Branch Librarian, shared that the library hosted an exhibit from the Indiana State Historical Society titled: ONE SHOT pictures from WWII by John Bushemi. Two local high school teachers gave their class extra credit if they went to the library to see the display. Another display from the Historical Society is scheduled for the fall. "Let's Move in Libraries" was a movement this past year so line dancing classes were offered to get moving. Visits from local authors included Mr. Becker sharing his story of flunking out of college and then becoming a professor at the same college with his book The Flunked out Professor. Sharon Bailey also visited to share her book I am not Job about overcoming her challenging childhood. Other well attended adult programs included the Cheese Guy, Mark Lyons, demonstrating how to make cheese, and Instant Pot class to learn how to use the new instant pots everyone is receiving as gifts, the Voyageur Rendezvous reenactors bringing in a full size canoe along with many other items to teach about fur traders, and the Incredible Bats program which brought in bats, a skunk, and large spider. Local wood carver, Joe Zellon, had a wonderful display with samples of his carvings and held a demonstration on wood carving. During the demonstration he was asked about hoe to paint the wood carvings. So he carved ten Santa faces and his wife, Kathy, gave a class on the painting of the carvings with participants getting to paint their own carving to take home. The Underground Railroad program was well received along with Code Red presented by the Purdue Extension Office and the Hubers Family Christmas Music program. During the shutdown a 'Bear Hunt' around the building was enjoyed by patrons and the local newspaper. Since staff have returned to the building two "THANK YOU" displays have been installed to thank our essential workers. A new patron started coming into the library this past year and said she has moved many times in her and used many libraries and out library is the friendliest library she has ever used.

COVID-19 Mitigation Plan Revision: Our Mitigation Plan was adopted at the May board meeting. As staff returned to the building and we began to administer the policy it became apparent that a revision was necessary in the Monitoring Individual Health and Wellness section. Our employment law attorney has advised this revision. Additionally in the Maintaining Social Distancing Recommendations section we recommend that we change 'employee schedules will be staggered' to employee schedules may be staggered. We brought staff back to our buildings on May 11 with a staggered schedule; however, as of June 8 staff schedules will no longer be staggered. Staff are back to their regular schedules. Using the word may instead of will provide flexibility for the library as we move through this unprecedented time. M. Heinig moved to approve the revisions to the COVID-19 Mitigation Plan as presented, seconded by N. Waling. Motion passed.

Plan of Action – Phased Re-Opening Update: Phase 2 began on May 11. Staff returned to our library buildings and acclimated to the new work environment and started to catch up on job responsibilities and tasks. Working a staggered schedule, six days per week, was challenging for all, but staff followed the schedule diligently and without complaint. All actions noted in Phase 2 were completed. Book drops were opened and returned items quarantined for 72 hours; staff began to answer library phones, process holds, and assist patrons via telephone; our courier began to move materials between our libraries; and Curbside Service was launched May 21. We entered Phase 3 on May 26. We continued to restore library services and build upon the previous phase. We launched Virtual Story Times and Curbside crafts on June 1. Library buildings remain closed to the public except for Copy/Print/Fax by appointment which was launched on June 4. We restored Interlibrary Loan/SRCS requests on June and restored PhoneTree, the software we use to contact patrons who have overdue items on June 3. At this point our message to patrons is to remind them that book drops are open and to return or renew their items. No overdue fines are being charged. We are also preparing to restore our Walking Book Service. The service plan has been written, and the service will be launched on June 11. We continue with our measured progress plan with staff and patron safety being our highest priority. As we move through the phases and restore services we are working hard to communicate with both staff and patrons so that all are clear about what is happening. Patrons continue to be appreciative and encouraging and are offering smiles, waves, and thank yous as we serve. We are not certain when we will move to Phase 4 but it will be after the State of Indiana moves to their Phase 4. We typically follow their lead, lagging a week or so behind. Each step takes a lot of planning and coordination.

Library Expenditures: The only tax revenue we have received so far this year is LIT, so our operating balance is low. We knew this was going to be the case as the pandemic unfolded, so we dialed spending way back and are currently spending very slowly, essential expenditures only. No purchases are allowed except with Director approval. We look forward to receiving our spring tax draw in a June and a July installment. We are eager to see how this revenue will come in. We hope that actual receipts will be in step with our estimates but there is a level of uncertainty. P. Stringfellow has participated in a number of virtual meetings where local government finance has been the topic of discussion. Because of the current economic downturn and high rate of unemployment, slow growth and reduced funding is very likely in upcoming years. How slow and how reduced is not yet known. We will be talking more about this in upcoming weeks as we prepare our 2021 budget and review our financial report after the spring tax revenue is received, but based on what we know now we advise that we run lean for the remainder of this year so that we can begin 2021 with an operating balance that is as high as we can make it, relying upon our gift funds to fill some of the gaps. We are solvent with healthy reserves and we want to stay that way.

Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, N. Waling by July 6. The committee will meet and prepare a written evaluation before the July meeting. At the July meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. M. Heinig and J. Umlauf also serve on this committee.

2021 Budget Committee: The date for our Budget Workshop has not yet been set by our DLGF Field Rep. This year's meeting will be virtual and will occur between July 13 – August 28. Once we know the date of our Budget Workshop, we will need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before we meet with the Field Rep. Committee members include: J. Harper, chair; M. Heinig; and K. Housman.

Director's Report: K. Kaluf has been reappointed to the library board. He will take his oath at an upcoming meeting. DuPont, located in Remington, donated three five-gallon buckets of hand sanitizer to the library. They manufactured the hand sanitizer and distributed throughout the community, and we were very happy to receive it! Hand sanitizer is not readily available for purchase. The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Consolidated Allocation Area and the Lintner Park Allocation Area to be allocated to the overlapping taxing units. The Library will not receive tax revenue for these allocation areas in 2021.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:48 PM, seconded by J. Harper.

Kristie Housman, Secretary

Attest: K. Kaluf, President

R10

FAX POLICY

Jasper County Public Library

Patrons may send a fax for a fee via self-service Fax 24 Scan kiosks located in each library. Patrons may not receive a fax.

The Library does not fax **non-library materials** for patrons.

Library staff may use the library's internet fax service, paying for printed copies as per the library's Computer Use Policy.

10/94; reviewed 7/12; revised 7/14; revised 5/16; revised 7/18; revised 7/20

R 12

Study Room Use Policy

Study rooms are provided in our libraries primarily for tutoring, for patrons working on group projects or in other situations when interaction between people might cause disruption in open areas of the library.

Only patrons 6th grade and above may use the study rooms. Younger patrons may use the rooms when an adult is also present in the room.

~~Study rooms may not be used for profit-making or socializing purposes.~~

~~Study rooms may be used for tutoring of minors when basic school curriculum is being taught regardless of whether tutors are volunteers or paid for their services~~.

6/94; revised 6/06; revised 7/20

THANK
YOU

June 2020

Dear Friends, Board & JCPL Staff-

Thank you for recognizing my 20 years with the Library. I appreciate it and have enjoyed my time here.

Thank you,
Beth Salyer

Director's Report
June 2020

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Policy Review: Several policies are up for review in July as we get back to our policy review schedule and get caught up. In July we will review the Study Room Use Policy, Internet Acceptable Use Policy, Social Media Policy, Fax Machine Policy, and the Reciprocal Borrowing Policy. We are recommending revisions to only two of the policies: Study Room Use Policy and the Fax Machine Policy. Please see R 10 & R 12. Revisions to the Study Room Use Policy are recommended so that this policy better aligns with two Long Range Plan goals – JCPL is a welcoming community hub and JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community. We want to be a welcoming facility that encourages connectedness. One of the measurable outcomes of our plan is reviewed and revised policies that are more community-focused. We feel that this revision will lead to our desired outcome. Revisions to the Fax Machine Policy are to clarify that patrons cannot receive faxes at the library. **If you approve the Consent Agenda, you approve revising the Fax Policy and the Study Room Use Policy as presented.**

General Business:

2021 Budget Committee: As reported in our June board meeting minutes this year's Budget Workshop will be virtual. Our DLGF Field Rep has set the date for our virtual meeting as July 23, but all information has to be submitted in the Gateway one week prior to the meeting, July 16, so that she can review it before we meet. This submission one week in advance is a new and unanticipated step for us and really bumps up our timeline. We are feeling pressed as we simultaneously prepare for our June 13 board meeting and prepare a 2021 budget recommendation for both the board Budget Committee and the DLGF field representative. The biggest challenge is having to have everything submitted by July 16. I will provide more information at our July 13 board meeting, but I wanted you to know what I know so far. When we meet I will share our timeline for getting budget work complete, and we will solidify plans for the Budget Committee meeting. This year we will not be able to meet with the committee before we meet with the Field Rep, but honestly with the uncertainty or future revenues, this might be helpful. We will be very interested in learning what she thinks about revenue estimates. Committee members include: J. Harper, chair; M. Heinig; and K. Housman.

Plan of Action – Phased Re-Opening Update: We moved to Phase 4 on June 18, continuing to restore library services and building upon previous phases; we opened to the public with limited hours and limited services. At that time I did send an email to board and staff about this phase, but here are the details:

- Library Materials returned only in outside book drops, maintain 72 hour quarantine
- Facial coverings recommended
- Social distancing observed
- Each building will be staffed 6 days a week Monday-Saturday, staff on regular schedules
- Buildings will be open to the public with limited access hours to coincide with Curbside service, MWTH 10-5, Tu 10-7, and F&Sat 10-4.
- We will allow 10 patrons in the library at any given time for up to 30 minutes to complete library business during the limited access hours
- Patron services available will include materials check out, holds, copies, faxes, pick up tax forms, pay fines, renewals, new registrations, microfilm, newspapers/magazines, book sales
- No donations will be taken
- Copy and FAX available without appointments
- Computer use for a 30-minute session (only some computers will be available in order to maintain physical distancing guidelines) time allotted to disinfect between appointments; computer time limit may be extended for job applications/government resources
- Recommend use of self-checkout machines to patrons
- Grab & Go Holds pick up
- Curbside Pickup by request continues
- “Grab and Go” OR patrons select their items quickly for immediate checkout
- Patrons may use WIFI inside, but must maintain social distancing.
- No in-person Library programs will be offered at this time; Continue only virtual programming (implement Zoom if feasible/desired)
- The conference rooms and study rooms will not be available for use
- Only very basic technology help will be provided, observing social distancing
- All toys/stuffed animals removed from public spaces
- Keep children’s computers off
- Chairs spaced 6 feet apart and some tables/chairs removed
- Children 15 years old and under must be accompanied by an adult.
- Public restrooms available

Currently Indiana is in Phase 4.5. We will remain as we are. After Indiana moves to Phase 5 we will move to our Phase 5. We generally lag a week or so behind the state.

Director's Report:

Regarding the parking lot project at DeMotte Library, at our March 9 board meeting, the Board asked Harry to bring back estimated costs for the project and a plan for getting bids. Due to COVID – 19 Harry did not immediately proceed with these tasks. Harry and I spoke in May, and in consideration of the potential for future slow growth and reduced funding I placed the DeMotte Library Parking Lot Project on a temporary hold. I recommend that we talk things over at our August board meeting. At that point we will know the total amount of our spring tax draw received and have a better idea of what our 2021 budget might look like. Then the board can decide if they wish to continue on with this project this year as planned.

Virtual Summer Reading, Imagine Your Story, is underway for all ages including adults. The Children's Librarians did an excellent job coordinating. One of our summer reading presenters was able to offer a virtual option so there will even be a summer reading program presentation online. We have had to shift many gears this year, and we are very excited about this one which launched July 1.

Several new laws went into effect July 1. I have received a memo from the Indiana State Library regarding the new laws and will be reviewing those impacting Indiana libraries.

In the middle of June some ridge cap shingles came off at DeMotte Library after some extremely high winds. I called Hamstra and they came out right away to correct the matter. The DeMotte Library roof is twelve years old.

Also in mid-June NIMBO, our phone provider, called me to report that our phone system had been hacked. They replaced our system and put it in the cloud. At the start we could receive outside calls but could not call out. We could call station to station using our extension numbers and could transfer incoming calls. NIMBO worked hard to get us back up quickly but it took some time, and we continue to finesse and trouble shoot. Thankfully we are using the same phones and functionality remains mostly the same.

IDEM came out to inspect our water system at Wheatfield Library and found five minor deficiencies which we are in the process of correcting. One of the deficiencies has led to a costly plumbing project as the cross connection control devices did not meet the inspector's requirements. We will get this corrected on July 9. Cost to correct is $7,192. Krooswyk Plumbing will do the work.

I received a phone call late on July 7 from maintenance at Wheatfield Library, no water. We contacted a Knox, Indiana firm, Fletcher. They came out early on July 8 to evaluate. The well pump and well pump controller are the issue. We need a new control panel. I am waiting to hear if we also need a new pump or if they will recommend something else for the pump. Regardless, with no water I closed the Wheatfield Library due to lack of water and in consideration of our COVID – 19 Mitigation Plan. Rachael and Evie will work from home. Other full time staff have been sent to DeMotte Library to work in meeting rooms there, socially distant. Part time staff will not report until the library building reopens. We will be without water for at least two days. I am expecting repairs to be expensive, but I have not received a quote at the writing of this report.

Franciscan Health donated 250 COVID - 19 resource bags for community families. They were filled with goodies and the children and families are most appreciative and happy to take them home.

We are not headed to the county fair this year. In consideration of COVID – 19 and social distancing coupled with reduced spending in the area of marketing materials, we will take the year off. We look forward to returning to the fair next year.

The Touch of Dutch Festival and Rotary Ramble are both cancelled for this year. Saturday, August 8, will be a regular Saturday for DeMotte Library this year.

System Administrator News

Sheila worked on various issues related to our online Summer Reading program – gave access to relevant staff, established settings for children and adults, made changes to the summer reading website page to put up registration links, set up auto-alert for participants when they have reached a reading goal for a prize, turned on registration ability for the summer reading program, and boosted Facebook post about Summer Reading for ten days.

Technical Services News

Becky reports, "We've been receiving small deliveries from Mid-West Tape, Baker & Taylor, and some other vendors. We've also received what should be our FINAL delivery from Junior Library Guild. I've changed the email notifications for patrons, as the services we provide have changed. I had TLC change the due dates for all items impacted by the Covid-19 Shutdown. They are now all due on July 6th."

DeMotte Library News

Debbie reports, "All of DeMotte staff are doing new things and are being joyful and flexible during these unknown times. We have been very busy with curb side service and now with our limited building access. We have a welcome desk set up at our entrance so all patrons can be welcomed back (and we can keep track of our 10 person limit). All staff have been assigned to take turns at the welcome desk and they have each created an inviting place for patrons to check in upon their arrival during this opening phase. We are all busy cleaning/sanitizing the staff/public areas throughout the day, and we clean/sanitize each area following any use of our public computers/fax/circ desk/copier/printer., etc."

Rensselaer Library News

Linda reports, "The building is well marked and as protective as we can make it for patrons and staff. Precision will be coming out to repair several HVAC leaking valve issues. The butterfly garden is blooming well, and Dan has sprayed weeds that are coming up. TruGreen came and treated the ash trees. Goodwin's came and checked our fire extinguishers. All is good. Staff is busy planning a Virtual children's & adult Summer Reading Program. This year has been fraught with surprises and changes...and new procedures. Staff are working at remaining positive, adaptable, and helpful."

Wheatfield Library News

Evie reports, "All staff have continued to assist patrons – first through curbside service only, then moving to curbside and in-building service. While it was slow-going at first, things have gradually gotten busier. Patrons are definitely glad we are open again, even if with limited services! Senior staff have been processing new materials, ordering (a few) new materials, deselecting materials, updating signage, and assisting patrons. This slower period has also allowed us to participate in some webinars. Many have also gotten caught up on journal reading."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
June 30, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$173,992.31**	$1,078,331.73	**$834,161.71**	$1,114,823.55	**$843,230.49**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$1,535.06	$6,326.71	$1,083.98	$11,851.96	**$23,282.34**
DeMotte	$6,929.99	**$51.48**	$967.85	**$68.43**	$2,743.43	**$8,705.57**
Rensselaer	$8,077.28	**$1,281.69**	$3,644.90	**$421.47**	$7,377.97	**$11,810.35**
Wheatfield	$2,749.82	**$201.89**	$1,713.96	**$594.08**	$1,730.56	**$2,766.42**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$20.35**	$115.68	**$232,116.15**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$0.00**	$12,128.73	**$461.92**	$9,604.67	**$2,276,697.45**
Includes Investments of: $2,105,969.87						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$10,692.00	**$0.00**	$21,384.00	**$10,692.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$7.28**	$54.46	**$77.47**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,608.37**	$46,135.49	**$7,608.37**	$46,135.49	**$0.00**
FICA Tax Collected	$0.00	**$8,305.79**	$50,419.92	**$8,305.79**	$50,419.92	**$0.00**
State Tax Collected	$0.00	**$3,731.30**	$22,602.95	**$3,731.30**	$22,602.95	**$0.00**
County Tax Collected	$0.00	**$2,865.01**	$17,400.13	**$2,865.01**	$17,400.13	**$0.00**
INPRS	$0.00	**$3,442.12**	$20,652.36	**$3,442.12**	$20,652.36	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$17,240.00	**$2,890.00**	$17,240.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,643.27**	$22,436.04	**$3,643.30**	$22,436.16	**$0.12**
Life Insurance	$0.00	**$397.22**	$2,407.15	**$397.24**	$2,407.39	**$0.24**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$210,192.45**	**$1,306,963.89**	**$868,618.37**	**$1,357,151.64**	**$3,389,509.16**

F2

Bank Balances

Jasper County Public Library

Report as of: **06/30/20**

	Bank	
1	Alliance Bank	$1,283,269.29
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,105,969.87
	Total all banks =	**$3,389,509.16**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $9,517.50

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **06/01/20** *To* **06/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$39,683.80	$39,876.20	50.1
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$97,525.67	$589,837.97	$598,614.03	50.4
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,245.95	$46,956.81	$49,695.19	51.4
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,305.79	$50,419.92	$53,977.08	51.7
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$489.61	$2,207.18	$296.82	11.9
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,136.06	$60,861.28	$60,867.72	50.0
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$10,917.01	$67,603.11	$93,772.89	58.1
Subtotal	*$1,754,670.00*		$1,754,670.00	$141,250.09	$857,570.07	$897,099.93	51.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$0.00	$2,232.68	$5,767.32	72.1
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$292.54	$2,071.23	$4,428.77	68.1
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$1,163.24	$2,747.89	$3,252.11	54.2
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$0.00	$2,756.57	$13,443.43	83.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$1,455.78	$10,373.20	$31,326.80	75.1
3. Other Services and Charge							

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$870.00	$1,570.00	$3,430.00	68.6
3.14	OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$415.00	$1,027.32	$5,672.68	84.7
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$0.00	$6,075.70	$12,924.30	68.0
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$8,075.00	$23,425.00	74.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,070.54	$6,883.96	$3,616.04	34.4
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$3.70	$14.80	$1,985.20	99.3
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$905.05	$3,605.51	$16,394.49	82.0
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$1,612.43	$9,387.57	85.3
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$88.02	$392.92	$1,407.08	78.2
3.26	NETWORKING	$85,320.00	$0.00	$85,320.00	$1,422.02	$6,493.97	$78,826.03	92.4
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$249.84	$550.16	68.8
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51	GAS	$25,000.00	$0.00	$25,000.00	$958.98	$8,053.85	$16,946.15	67.8
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,262.05	$36,621.98	$73,378.02	66.7
3.53	WATER	$4,000.00	$0.00	$4,000.00	$222.35	$1,427.57	$2,572.43	64.3
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$499.80	$3,231.30	$4,768.70	59.6
3.61	BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$1,911.18	$17,489.18	$99,039.82	85.0
3.62	EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$225.26	$74.74	24.9
3.91	DUES	$2,600.00	$0.00	$2,600.00	$125.00	$1,881.53	$718.47	27.6
3.93	TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$1,258.00	($858.00)	-214.5
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$3,718.94	$31,869.59	$70,334.41	68.8
Subtotal	*$595,073.00*		$595,073.00	$19,485.34	$156,003.70	$439,069.30	73.8
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$237.87	$1,267.71	$40,332.29	97.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$7,146.02	$29,896.25	$120,103.75	80.1
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$2,952.95	$7,976.01	$8,623.99	52.0
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$1,464.26	$15,244.79	$48,655.21	76.1
Subtotal	*$272,100.00*		$272,100.00	$11,801.10	$54,384.76	$217,715.24	80.0
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$173,992.31	$1,078,331.73	$1,585,211.27	59.5

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 276 STATE TECHNOLOGY FUND

F3d

Jasper County Public Library

Report Date: From **06/01/20** *To* **06/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From 06/01/20 **To** 06/30/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	310	PAYROLL	06/10/20	PAYROLL	$55,373.94
0	311	CHRISTINA SANDERS	06/10/20	Courier Mileage: 5/16-5/31/2020 (Conf # 927)	$320.85
0	312	Great-West Retirement	06/10/20	Annuity withheld 06/10/20 payroll (Conf #929)	$1,445.00
0	313	INPRS fbo PERF	06/10/20	INPRS Contributions 6/10/20 Payroll	$6,751.01
0	314	IRS USA TAXPAYMENT	06/10/20	Federal Withholding, Medicare & FICA withheld 6/10/20 Payroll & Ins. (Acknowledgement # 34287763)	$12,029.52
0	315	TOWN OF DEMOTTE	06/10/20	Dem: Sewer & Water : May 2020 (Conf #928)	$85.35
0	316	TOWN OF WHEATFIELD	06/10/20	WH: Sewer Service June 2020 (Conf #926)	$77.35
37577	317	AARON'S LAWN CARE	06/08/20	Mowing & edging	$930.00
37578	318	ACE HARDWARE	06/08/20	Maintenance supplies	$760.97
37579	319	ADVANCED IMAGING SOLUTI	06/08/20	Quarterly maintenance agreement on patron copiers	$257.26
37580	320	ANTHEM BLUE CROSS BLUE	06/08/20	Health insurance premiums- June 2020	$13,629.58
37581	321	ANTHEM LIFE	06/08/20	Life insurance premiums- June 2020	$109.39
37582	322	BAKER & TAYLOR	06/08/20	Books, Continuations, AV, Auto. Yours	$7,802.60
37583	323	BAKER & TAYLOR ENTERTAIN	06/08/20	AV	$762.95
37584	324	BLUETARP FINANCIAL, INC	06/08/20	Maintenance supplies	$165.29
37585	325	CENTURYLINK	06/08/20	Rens: Fax line- June 2020	$55.97
37586	326	COLLABORATIVE SUMMER LI	06/08/20	Summer Reading supplies & prizes, staff summer reading t-shirts	$302.45
37587	327	CREATIVE PRODUCT SOURC	06/08/20	Summer Reading prizes	$619.06
37588	328	CULLIGAN WATER CONDITIO	06/08/20	Wh: Water Cooler Rental- June 2020; 5-gallon drinking water- 4	$48.71
37589	329	DEBORAH KRISTOFF	06/08/20	Mileage 3/11-5/8/20	$75.90
37590	330	ENA SERVICES LLC	06/08/20	Internet Service- May 2020	$1,782.00
37591	331	ENGAGED PATRONS.ORG	06/08/20	Engaged Readers Summer Reading program 6/1/20-5/31/21	$350.00
37592	332	ICC BUSINESS PRODUCTS	06/08/20	Janitorial supplies	$100.00
37593	333	INDIANA STATE LIBRARY	06/08/20	Info Express Delivery Services, 2 days/week	$800.00
37594	334	INDIANA WASTE SERVICE	06/08/20	DeM & Wh: Trash pick-up June 2020	$140.00
37595	335	JOHNSON CONTROLS FIRE P	06/08/20	DeM & Wh: Annual Fire Alarm Test & Inspection	$2,034.42
37596	336	KROGER GARDIS & REGAS, L	06/08/20	Legal Assistance- COVID-19 Matters; Personnel Matters	$870.00
37597	337	LEGAL DIRECTORIES PUBLIS	06/08/20	Continuations	$132.75
37598	338	LINDA POORTENGA	06/08/20	Mileage 2/20-2/26/20	$64.40
37599	339	MAGAZINE SUBSCRIPTION SE	06/08/20	September - December magazine renewals	$2,614.95
37600	340	MARLENE BEEDLE	06/08/20	Mileage 2/24/20	$25.30
37601	341	MIDWEST COLLABORATIVE F	06/08/20	Annual membership fee	$125.00
37602	342	NIMBO IP LLC	06/08/20	Monthly Managed Service- May 2020	$815.00
37603	343	NIPSCO	06/08/20	DeM & Wh: Gas & electric service 4/30-5/29/20	$4,652.62
37604	344	NITCO	06/08/20	DeM: Local phone service- June 2020	$135.01
37605	345	OFFICE DEPOT	06/08/20	Janitorial supplies	$134.75
37606	346	OSBY WATER CONDITIONING	06/08/20	Wh. Water softener chemicals	$210.00
37607	347	POST TRIBUNE	06/08/20	DeM & Rens: Newspaper subscriptions Acct# 44365252, 6 months	$338.00
37608	348	QUILL LLC	06/08/20	Hand soap	$57.79
37609	349	RACHAEL CAVINDER	06/08/20	Mileage 1/16-5/20/20	$26.45
37610	350	RAYANN GILMORE	06/08/20	Wheatfield Petty Cash	$27.49
37611	351	RELIABLE EXTERMINATORS, I	06/08/20	Rens: Exterior Treatment	$152.00
37612	352	ROEING CORPORATION	06/08/20	100ft cable	$37.88
37613	353	SCIENCETELLERS	06/08/20	Virtual Summer Reading Program Presenter	$395.00
37614	354	SMITH FARM STORE	06/08/20	Maintenance supplies	$9.48

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37615	355	STAPLES CREDIT PLAN	06/08/20	Chair	$199.99
37616	356	STEVE'S SPECIALIZED SERVI	06/08/20	Laundry	$20.00
37617	357	THE LIBRARY CORPORATION	06/08/20	LS2 Reports License Renewal July 2020 - June 2021; NCIP Software Renewal July 2020 - June 2021	$827.00
37618	358	TRUGREEN PROCESSING CE	06/08/20	Lawn fertilization & grub preventative treatments	$829.18
37619	359	VSP INSURANCE CO. (CT)	06/08/20	Vision insurance premiums- June 2020	$202.81
0	360	PAYROLL	06/25/20	PAYROLL	$56,027.68
0	361	AFLAC	06/25/20	Supplement Insurance June 2020 (Conf #930)	$1,015.72
0	362	ALLIANCE BANK	06/25/20	Direct Deposit Fees - May 2020	$36.80
0	363	CENTURYLINK	06/25/20	Wh: Fax line June 2020 (Conf #933)	$64.56
0	364	CHRISTINA SANDERS	06/25/20	Courier Mileage: 6/1 - 6/15/2020 (Conf # 932)	$392.15
0	365	CITY OF RENSSELAER	06/25/20	Rens: Utilities: 5/7-6/8/20 (Conf #931)	$3,951.86
0	366	Great-West Retirement	06/25/20	Annuity withheld 06/25/20 payroll (Conf #934)	$1,445.00
0	367	INDIANA DEPARTMENT OF RE	06/25/20	State & County Taxes withheld June 2020 Payrolls	$6,596.31
0	368	INPRS fbo PERF	06/25/20	INPRS Contributions 6/25/20 Payroll	$6,827.17
0	369	IRS USA TAXPAYMENT	06/25/20	Federal Withholding, Medicare & FICA withheld 6/25/20 Payroll & Ins. (Acknowledgement # 32368576)	$12,190.43
0	370	SPRINT	06/25/20	Hotspot Data Service 5/12-6/11/20 (Conf #935)	$1,422.02
0	371	INDIANA DEPT. OF WORKFOR	06/25/20	2nd Quarter 2020 Unemployment Compensation Pymt Conf #2701525	$489.61
0	373	SQUARE, INC	06/30/20	Merchant Processing Fees- June 2020	$5.72
0	374	ALLIANCE BANK	06/30/20	Positive Pay Fee- June 2020	$15.00
				Total Amount of Claims	**$210,192.45**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 08, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $210,192.45

Date this 13th **day of** July **,20** 20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$268.45	$6,367.95
DeMotte	$57.98	$2,188.55		
Rensselaer	$206.92	$2,911.83		
Wheatfield	$3.55	$1,267.57		
PHOTOCOPIES:			$327.40	$2,652.45
DeMotte	$126.25	$863.65		
Rensselaer	$114.20	$1,239.20		
Wheatfield	$86.95	$549.60		
INTEREST (Checking, Repurchase, CDs):			$31.88	$248.55
TAXES:			$833,533.98	$1,104,112.33
Property Tax	$600,123.79	$600,123.79		
LOIT	$107,421.48	$107,421.48		
License Excise Tax	$61,210.03	$61,210.03		
Financial Institution Tax	$2,403.01	$2,403.01		
CVET(Commercial Vehicle Excise)	$8,260.00	$8,260.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$324,694.02		
TAXABLE SALES:-			$0.00	$23.72
REFUNDS:			$0.00	$1,418.55
Rebates/Refund	$0.00	$35.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$733.55		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$834,161.71**	**$1,114,823.55**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,083.98	$11,851.96
DeMotte	$68.43	$2,743.43		
Rensselaer	$421.47	$7,377.97		
Wheatfield	$594.08	$1,730.56		
LIB. IMPROV. RESERVE FUND:			$20.35	$115.68
Interest Earned	$20.35	$115.68		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$461.92	$9,604.67
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$461.92	$9,604.67		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$7.28	$54.46
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$835,735.24**	**$1,157,834.32**

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WITHHOLDING ACCOUNT FUNDS:			$32,883.13	$199,317.32
FIT Tax Collected	$7,608.37	$46,135.49		
FICA Collected	$8,305.79	$50,419.92		
State Tax Collected	$3,731.30	$22,602.95		
County Tax Collected	$2,865.01	$17,400.13		
INPRS	$3,442.12	$20,652.36		
Deferred Comp Plan	$2,890.00	$17,240.00		
Pre-tax Insurance Plan	$3,643.30	$22,436.16		
Life Insurance	$397.24	$2,407.39		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$868,618.37**	**$1,357,151.64**

F6a

Voucher List

Jasper County Public Library

Report Date: From **07/01/20** *To* **07/13/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	372	PAYROLL	07/10/20	PAYROLL	$57,166.83
0	375	CHRISTINA SANDERS	07/10/20	Courier Mileage: 6/16 - 6/30/2020 (Conf # 936)	$392.15
0	376	GREAT-WEST RETIREMENT	07/10/20	Annuity withheld 07/10/20 payroll (Conf #939)	$1,445.00
0	377	INPRS fbo PERF	07/10/20	INPRS Contributions 7/10/20 Payroll	$6,904.47
0	378	IRS USA TAXPAYMENT	07/10/20	Federal Withholding, Medicare & FICA withheld 7/10/20 Payroll & Ins. (Acknowledgement # 84285015)	$12,481.43
0	379	TOWN OF DEMOTTE	07/10/20	Dem: Sewer & Water : June 2020 (Conf #938)	$85.35
0	380	TOWN OF WHEATFIELD	07/10/20	WH: Sewer Service July 2020 (Conf #937)	$77.35
37620	381	AARON'S LAWN CARE	07/13/20	Mowing & edging	$990.00
37621	382	ACE HARDWARE	07/13/20	COVID-19 expenses	$29.15
37622	383	ANTHEM BLUE CROSS BLUE	07/13/20	Health insurance premiums- July 2020	$13,629.58
37623	384	ANTHEM LIFE	07/13/20	Life insurance premiums- July 2020	$109.39
37624	385	BAKER & TAYLOR	07/13/20	Books, Continuations, AV, Auto. Yours	$4,649.56
37625	386	BAKER & TAYLOR ENTERTAIN	07/13/20	AV	$1,131.19
37626	387	BETTER CONTAINERS MFG. C	07/13/20	Love My Library bags	$272.60
37627	388	BLUETARP FINANCIAL, INC	07/13/20	Maintenance supplies	$19.48
37628	389	BUSINESS CARD	07/13/20	Summer Reading prizes, pre-stamped post cards, postage	$615.10
37629	390	CARRIAGE PAPER PRODUCT	07/13/20	Thermal paper rolls	$212.32
37630	391	CENGAGE LEARNING INC/ GA	07/13/20	Opposing Viewpoints database subscription 5/27/20-5/26/21	$979.76
37631	392	CENTURYLINK	07/13/20	Rens: Fax line- July 2020	$56.64
37632	393	COUNTRYSIDE LANDSCAPIN	07/13/20	Wh: Start up irrigation system, irrigration system repairs	$307.66
37633	394	CULLIGAN WATER CONDITIO	07/13/20	Wh: Water Cooler Rental- July 2020	$12.71
37634	395	DELTA DENTAL	07/13/20	Dental insurance premiums- July 2020	$540.26
37635	396	DEMCO	07/13/20	Library supplies	$874.03
37636	397	DONNA BARKO	07/13/20	Mileage 3/6-7/9/20	$16.39
37637	398	ENVISIONWARE, INC.	07/13/20	Patron computer reservation software annual maintenance	$921.51
37638	399	GRAINGER	07/13/20	Janitorial & maintenance supplies	$210.18
37639	400	ICC BUSINESS PRODUCTS	07/13/20	Janitorial supplies, automatic hand sanitizer dispensers	$715.61
37640	401	INDIANA WASTE SERVICE	07/13/20	DeM & Wh: Trash pick-up July 2020	$140.00
37641	402	KANKAKEE VALLEY POST NE	07/13/20	Wh: Newspaper subscription Acct# 0047445	$74.99
37642	403	KONE, INC.	07/13/20	DeM: Elevator maintenance agreement 7/1-9/30/2020	$469.71
37643	404	KROGER GARDIS & REGAS, L	07/13/20	Legal Assistance- COVID-19 Matters; FFCRA Matters	$1,380.00
37644	405	MIDWEST TAPE	07/13/20	AV	$1,052.37
37645	406	NEILE TRAINOR	07/13/20	Mileage 1/3-3/4/20	$80.50
37646	407	NEW CASTLE HENRY COUNT	07/13/20	Lost ILL/SRCS item	$13.99
37647	408	NICHE ACADEMY	07/13/20	Niche Academy annual subscription renewal	$1,260.00
37648	409	NIMBO IP LLC	07/13/20	Monthly Managed Service- June 2020	$815.00
37649	410	NIPSCO	07/13/20	DeM & Wh: Gas & electric service 5/29-6/30/20	$5,994.58
37650	411	OFFICE DEPOT	07/13/20	Janitorial, office, maintenance, & library supplies	$337.65
37651	412	OLLIS BOOK CORPORATION	07/13/20	Books	$1,182.96
37652	413	OSBY WATER CONDITIONING	07/13/20	Wh: Water softener repair	$105.00
37653	414	PATTY STRINGFELLOW	07/13/20	Mileage 3/6-6/8/20	$86.25
37654	415	PRECISION CONTROL SYSTE	07/13/20	Rens: preventative maintenance, HVAC repair	$1,520.66
37655	416	QUALITY LOGO PRODUCTS, I	07/13/20	Summer Reading notebooks & pens	$384.71
37656	417	QUILL LLC	07/13/20	Office, janitorial, & library supplies	$131.08
37657	418	RENSSELAER ROTARY CLUB	07/13/20	2nd quarter dues	$52.00
37658	419	ROEING CORPORATION	07/13/20	Tech Maintenance Support - 3rd Installment 2020	$6,250.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37659	420	SHANNON HELDAK	07/13/20	Mileage 1/13-3/12/20	$42.55
37660	421	TRUGREEN PROCESSING CE	07/13/20	Tree & shrub insect & disease control treatments, Ash tree injections, Ornamental bed weed control	$2,118.46
37661	422	ULINE	07/13/20	Filament tape, labels	$123.91
37662	423	VSP INSURANCE CO. (CT)	07/13/20	Vision insurance premiums- July 2020	$202.81
37663	424	WALL STREET JOURNAL	07/13/20	DeM: Newspaper subscription Acct# 010560502255	$539.88
37664	425	WAL-MART COMMUNITY/SYN	07/13/20	Hotspot cables, containers	$40.97
37665	426	ENA SERVICES LLC	07/13/20	Internet Service- June 2020	$1,782.00
37666	427	FERGUSON FACILITIES #3400	07/13/20	Janitorial supplies	$632.19
37667	428	FLETCHER'S WELL DRILLING	07/13/20	Wh: Repairs/replacement of well control box and motor	$9,000.00
37668	429	HAMSTRA BUILDERS, INC.	07/13/20	DeM: Replaced ridge cap	$409.40
37669	430	KROGER GARDIS & REGAS, L	07/13/20	Legal Assistance- COVID-19 Matters	$300.00
37670	431	MIDWEST COLLABORATIVE F	07/13/20	Heritage Quest and Ancestry Library database renewals	$2,856.16
37671	432	WORLD BOOK INC.	07/13/20	World Book database renewal 8/10/20-8/10/21	$995.00
				Total Amount of Claims	**$145,220.48**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 13, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $145,220.48

Date this 13th day of July ,20 20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Agenda
Jasper County Public Library
Board of Trustees Budget Committee Meeting
Monday, July 27, 2020 5:30pm
Rensselaer Public Library

Review of 2021 Budget Recommendations

A
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G.

Agenda
Jasper County Public Library
Board of Trustees Meeting
~~**Monday, August 10, 2020, 6pm**~~ **canceled due to power outage**
RESCHEDULED for Thursday, August 13, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of July Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 12; R 25))
Resolution to Continue in the
Public Library Internet Consortium (R 25)

General Business

Oath of Office – Kevin Kaluf (R 25)	Action
Annual Report of Impacts – Webmaster (R 25)	Information
2021 Budget (R 15; R 18; R 26)	Action
Declaration of Fiscal Body (R 26)	Action
DeMotte Parking Lot Project (R 26)	Information

Director's Report (R 25-R 29)	Information

Items for Future Agendas

Public Forum

Adjournment

The Board Meeting has been cancelled due to no power. It will be re-scheduled. An update will be posted as soon as possible.

TrustINdiana®

This is what was posted on front door of library.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 10, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of July Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 12; R 25))
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General Business

Oath of Office – Kevin Kaluf (R 25)	Action
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2021 Budget (R 15; R 18; R 26)	Action
Declaration of Fiscal Body (R 26)	Action
DeMotte Parking Lot Project (R 26)	Information

Director's Report (R 25-R 29)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **July 13, 2020**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Natalie Waling, Janet Umlauf, Mark Heinig, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:06 PM.

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Internet Acceptable Use Policy review, Social Media Policy review, Reciprocal Borrowing Policy review, Study Room Policy revisions, and Fax Policy revisions were approved as presented on a motion by J. Umlauf, seconded by J. Davidson. Motion passed.

2021 Budget Committee: This year's Budget Workshop will be virtual. Our DLGF Field Rep has set the date for our virtual meeting as July 23, but all information has to be submitted in the Gateway one week prior to the meeting, July 16, so that she can review it before we meet. This submission one week in advance is a new and unanticipated step for us and really bumps up our timeline. Due to the timeline this year we will not be able to meet with the Board Budget Committee to review budget recommendations before we meet with the Field Rep. With the uncertainty of future revenues this may be helpful because we are very interested in learning what our DLGF Field Rep thinks about revenue estimates and we may have more information to bring to the Budget Committee after our workshop. Committee members include: J. Harper, chair; M. Heinig; and K. Housman. We suggest July 27 for the meeting with the Budget Committee. 5:30pm was suggested. J. Harper and M. Heinig confirmed the date and time would work for them. P. Stringfellow will confirm with K. Housman and then let the Committee members know once the meeting is finalized. We will advertise the Budget Committee Meeting as required.

Plan of Action – Phased Re-Opening Update: The Library moved to Phase 4 on June 18, continuing to restore library services and building upon previous phases. P. Stringfellow reviewed the details of where we are at currently in Phase 4. The State of Indiana is currently in Phase 4.5. The Library will remain as we are. Phase 5 of our re-opening plan has been crafted but is not yet published. We will wait to move into Phase 5 of our plan until after the State has moved to Phase 5.

Director's Report: Copies of a Thank You email from a patron were handed out to Board members and N. Waling read a Thank You card that the board received from a staff member in gratitude for the recognition of their 20 year anniversary with the Library. Regarding the parking lot project at DeMotte Library, at our March 9 board meeting, the Board asked architect, Harry Mohler, to bring back estimated costs for the project and a plan for getting bids. Due to COVID-19 Harry did not immediately proceed with these tasks. P. Stringfellow spoke with Harry in May, and in consideration of the potential for future slow growth and reduced funding the DeMotte Library Parking Lot Project was placed on temporary hold. P. Stringfellow recommended that we talk things over at the August board meeting. At that point we will know the total amount of our spring tax draw received and have a better idea of what our 2021 budget might look like. Then the board can decide if they wish to continue on with this project this year as planned. On July 7 maintenance staff at Wheatfield Library found the library had no water. We contacted Fletcher's Well Drilling out of Knox, Indiana. They came out early on July 8 to evaluate. The well pump and well pump controller are the issue. We need a new control panel and pump motor. We are waiting on parts for the repair. The Wheatfield Library has been closed due to lack of water and in consideration of our COVID-19 Mitigation Plan. Evie and Rachael are working from home. Other full time staff have been sent to DeMotte Library to work in meeting rooms there, socially distant. Part time staff will not report until the building reopens.

Items for Future Agendas: DeMotte Library Parking Lot Project in August

Adjournment: With no further matters for discussion N. Waling moved to adjourn the meeting at 6:22 PM, seconded by M. Heinig.

Mark Heinig, Secretary Pro-Tem

Attest: K. Kaluf, President

R7

Salary Ordinance 2020
Updated 8/10/20

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Staci Pack	Clerk	$10.12	7/13/20	12	R
Linda Comingore	Page	$7.25	7/20/20	10	R
Michelle Boley	Janitor	$11.94	7/20/20	15	R
Bonnie Schrag	Page	$7.25	7/23/20	10	R
Autumn Fagenbaum	Clerk	$10.12	8/10/20	14	W

Staci Pack has been promoted to Rensselaer Clerk, replacing Beth Salyer who no longer works for the library. We have hired Linda Comingore as Rensselaer Page, replacing Cayci Lane who no longer works for the library. We have hired Michelle Boley as Rensselaer Janitor, replacing Juanita Saucedo who no longer works for the library. We have hired Bonnie Schrag as Rensselaer Page, replacing Staci Pack who was promoted to Clerk. We have promoted Autumn Fagenbaum to Wheatfield Clerk, replacing Carol Grube who no longer works for the library.

We have examined and approved the changes to the 2020 Jasper County Public Library Salary Ordinance. Dated 8/~~10~~ 13/20.

Janelle L. Harper

Natalie A. Waling

Julie Davidson

Janet Hemley

R10

Food, Tobacco, Drug and Alcohol Policy

Food is prohibited in all public areas of the library, except for the study and meeting rooms and the coffee café area at the Wheatfield Library.

Non-alcoholic beverages carried in covered containers are allowed in public areas of the library. Use of alcoholic beverages is prohibited on all library property.

State Law prohibits smoking within eight (8) feet of the public entrance. The use of tobacco products inside the library is not permitted. (Smoking in any form, including e-smoking, is prohibited.)

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

8/94; last revised 8/20

R12

Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audio books, computer software, non-fiction videos, and CDs will circulate according to our Circulation Policy. ~~for 6 weeks, with one renewal of three weeks when necessary~~. Entertainment video due dates will align with delivery dates.

Items checked out through the Walking Book Service will not accrue overdue fines.

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; last reviewed 8/16; revised 8/20

		2017 Disbursed	2018 Disbursed	2019 Budget	2019 Disbursed full year	2020 Proposed Budget	2020 Disbursed 6/30/2020	2021 Proposed Budget	% of Total 2021 Budget
1	**PERSONAL SERVICES**								
1.1	**Salaries and wages**								
1.11	Salary of librarian	$71,824	$74,880	$77,251	$77,158	$79,560	$39,684	$81,162	
1.12	Salary of Assistants	$1,064,351	$1,118,184	$1,153,291	$1,136,584	$1,188,452	$589,838	$1,205,452	
1.13	Wages of Janitor	$79,974	$88,628	$95,314	$88,434	$96,652	$46,957	$98,306	
1.2	**Employee benefits**								
1.21	Employer: FICA	$90,105	$94,897	$101,428	$96,932	$104,397	$50,420	$105,946	
1.22	Unemployment Comp	$4,691	$2,677	$2,482	$2,411	$2,504	$2,207	$2,464	
1.23	Employer: PERF	$108,304	$114,073	$117,580	$116,936	$121,729	$60,861	$124,140	
1.24	Employer: Group Insur.	$122,424	$140,013	$169,655	$130,568	$161,376	$67,603	$167,607	
1.3	**Other personal services**								
1.31	Other personal services								
	Total Personal Services	$1,541,673	$1,633,351	$1,717,001	$1,649,024	$1,754,670	$857,570	$1,785,077	66.1%
2	**SUPPLIES**								
2.1	**Office supplies**								
2.11	Official records	$228	$401	$500	$95	$500	$231	$500	
2.12	Stationery/printing	$0	$0	$1,000	$0	$1,000	$0	$500	
2.13	Other office supplies	$6,674	$6,886	$8,000	$6,324	$8,000	$2,233	$7,000	
2.2	**Operating supplies**								
2.21	Cleaning/sanitation	$6,506	$6,551	$6,500	$5,974	$6,500	$2,071	$7,000	
2.22	Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
2.23	Other operating supplies	$5,203	$4,252	$6,000	$4,324	$6,000	$2,748	$5,500	
2.3	**Repair/maintenance supplies**								
.31	Building materials	$176	$1,070	$2,000	$791	$2,000	$97	$1,500	
.32	Painting supplies	$623	$304	$400	$233	$400	$58	$400	
.33	Repair parts	$552	$637	$1,000	$521	$1,000	$179	$750	
2.4	**Other supplies**								
.41	Library supplies	$17,619	$16,134	$17,400	$16,148	$16,200	$2,757	$16,500	
.42	Marketing supplies	$50	$100	$100	$100	$100	$0	$100	
	Total Supplies	$37,631	$36,335	$42,900	$34,510	$41,700	$10,373	$39,750	1.5%

		2017 Disbursed	2018 Disbursed	2019 Budget	2019 Disbursed full year	2020 Proposed Budget	2020 Disbursed 6/30/2020	2021 Proposed Budget	% of Total 2018 budget
3	**OTHER SERVICES/CHARGES**								
3.1	**Professional services**								
3.11	Consulting services	$0	$0	$0	$0	$0	$0	$0	
3.12	Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
3.13	Legal services	$5,598	$3,830	$7,000	$4,261	$5,000	$1,570	$5,000	
3.14	Other profess. services	$8,175	$4,793	$16,500	$3,804	$6,700	$1,027	$6,400	
3.145	Databases/Licensing Serv	$26,367	$18,896	$25,034	$18,347	$19,000	$6,076	$19,000	
3.146	E-Books Services	$26,500	$24,500	$31,500	$25,065	$31,500	$8,075	$31,500	
3.147	Apps	$0	$0	$100	$3	$100	$0	$100	
3.2	**Communication/Transportation**								
3.21	Telephone	$6,796	$9,023	$12,000	$12,736	$10,500	$6,884	$13,000	
3.22	Postage	$1,810	$1,501	$2,500	$2,361	$2,000	$15	$2,000	
3.23	Traveling expenses	$16,585	$18,449	$20,000	$19,585	$20,000	$3,606	$20,000	
3.24	Professional mtgs	$7,991	$10,913	$12,000	$7,372	$11,000	$1,612	$9,000	
3.25	Freight/Express	$1,314	$1,770	$1,800	$1,706	$1,800	$393	$1,800	
3.26	Network expenses	$4,526	$13,713	$86,400	$12,860	$85,320	$6,494	$85,320	
3.3	**Printing/Advertising**								
3.31	Adv/Public. of notices	$615	$316	$800	$807	$800	$250	$800	
3.32	Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
3.33	Marketing advertising	$1,818	$1,962	$2,500	$2,351	$3,500	$0	$3,500	
3.4	**Insurance**								
3.41	Official bonds	$212	$212	$500	$300	$500	$300	$500	
3.42	Other insurance	$28,434	$27,713	$30,000	$26,471	$27,000	$17,635	$27,500	
3.5	**Utility services**								
3.51	Gas	$19,331	$15,000	$25,000	$17,432	$25,000	$8,054	$25,000	
3.52	Electricity	$98,310	$97,823	$110,000	$91,535	$110,000	$36,622	$110,000	
3.53	Water	$3,158	$3,097	$4,000	$3,152	$4,000	$1,428	$3,500	
3.54	Waste disposal service	$7,311	$7,696	$8,000	$7,272	$8,000	$3,231	$8,000	
3.6	**Repairs/maintenance**								
.61	Bldgs/Structures	$63,018	$51,876	$118,270	$60,448	$116,529	$17,489	$117,000	
3.62	Equipment	$237	$199	$2,000	$291	$1,000	$0	$500	

		2017 Disbursed	2018 Disbursed	2019 Budget	2019 Disbursed full year	2020 Proposed Budget	2020 Disbursed 6/30/2020	2021 Proposed Budget	% of Total 2018
3.7	**Rentals**								
3.71	Real estate	$0	$0	$0	$0	$0	$0	$0	
3.72	Equipment	$288	$290	$300	$298	$300	$225	$300	
3.91	Dues	$1,965	$614	$2,000	$2,552	$2,600	$1,882	$2,600	
3.92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
3.93	Taxes/Assessments	$264	$2,495	$300	$336	$400	$1,258	$2,100	
3.94	Transfer to LIRF	$50,000	$0	$50,000	$0	$0	$0	$0	
3.95	Book reimbursement	$103	$30	$200	$34	$200	$9	$200	
3.96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
3.97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
3.98	Maintenance/service cont	$109,469	$120,117	$112,754	$105,455	$102,204	$31,870	$108,690	
Total Other Services/Charg		$490,194	$436,826	$681,578	$426,835	$595,073	$156,004	$603,430	22.3%
4	**CAPITAL OUTLAYS**								
.1	Land	$0	$0	$0	$0	$0	$0	$0	
.2	Buildings	$0	$0	$0	$0	$0	$0	$0	
.3	Improvements	$0	$0	$0	$0	$0	$0	$0	
.4	Furniture/equipment	$49,201	$43,304	$82,681	$39,879	$41,600	$1,268	$42,000	
.5	Other capital outlays	$108	$0	$0	$0	$0	$0	$0	
.51	Books	$111,157	$140,475	$150,000	$112,543	$150,000	$29,896	$150,000	
.52	Periodicals,newspapers	$20,804	$21,650	$22,000	$16,154	$16,600	$7,976	$16,500	
.53	Nonprint materials	$49,528	$57,267	$60,000	$61,244	$63,900	$15,245	$64,000	
Total Capital Outlays		$230,797	$262,696	$314,681	$229,820	$272,100	$54,385	$272,500	10.1%
FUND TOTAL		$2,300,295	$2,369,209	$2,756,160	$2,340,188	$2,663,543	$1,078,332	$2,700,757	

R18

Operating Fund Appropriations
2021 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2021.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2021 budget - 4.200%.

Operating Budget- For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 2% increase in January. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2021. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 10% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for two additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products; trash bags

2.23 Other Operating Supplies
fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies
Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (our library has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—
Book/nonprint shipping

3.26 Network Expenses-

> It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices
Legal ads; help wanted ads

3.33 Marketing/Advertising
Promotional products; booth rental

3.41 Official Bonds
Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance
Building insurance; D & O liability insurance

3.51 Gas
Based on history

3.52 Electricity
Based on history

3.53 Water
Based on history

3.54 Waste Disposal Service
Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2019	2020	2021
Building Repairs - Plumbing	$0	$10,000	$10,000
Exterminators	$750	$500	$500
Boiler inspection	$200	$200	$200
Elevator inspection	$120	$120	$120
Lawn & Tree Treatments	$2600	$4,000	$4,000
Lawn/landscaping	$11,000	$9,500	$9,500
snow removal	$12,000	$9,500	$9,500
Building repairs- HVAC	$80,000	$50,000	$50,000
Tree Trimming	$2000	$3,000	$3,000
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$4,500	$4,500
Locksmith	$500	$500	$500
Building Repairs – Other (carpet cleaning; contractor repairs; sprinkler maintenance, etc.)		$23,609	$24,080
Building Repairs - Lighting/Electrical	$4,500	$1,000	$1,000
		$0	$0
TOTAL	$118,270	$116,529	$117,000

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair

Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2019	2020	2021
Pro Account (Flickr)	$25	$50	$60
Precision Controls – D & W HVAC	$8,396	$9,500	$9,500
Johnson Controls	$2,550	$2,550	$2,550
	$0	$0	$0
Copiers	$4,000	$8,700	$8,700
Elevator (Kone)	$1,825	$1,880	$1,940
AVC (financial acctg)	$1,760	$1,848	$1,941
Unique Management	$1,800	$1,400	$1,400
Domain Registration – Go Daddy	$56	$60	$60
Info Express	$300	$1,000	$1,000
TLC	$39,734	$39,734	$39,734
Public WebBrowser	$125	$125	$125
Sophos web/email/firewall exp 2021	$0	$0	$8,000
Roeing – no special projects in 2019	$34,000	$25,000	$25,000
Engaged Patrons Events	$229	$229	$529
Hamstra – W HVAC maintenance	$1,200	$1,300	$1,300
VMware/vSphere virtual server control exp 2020	$0	$186	$0
Meraki (pd. thru 10/19)	$2600	$0	$0
Veeam (back-up maintenance) exp 2020	$0	$1,791	$0
Envisionware (formerly PC Cop)	$855	$992	$992
PrinterOn	$1,485	$1,485	$1,485
ESET Anti Virus	$1699	$0	$0
Microfilm Maintenance – 2 units	$1,490	$1,500	$1,500
Tech Logic Self-Check	$1,284	$1,323	$1,323
Direct Deposit	$500	$500	$500
D & S Web Hosting	$480	$480	$480
CG Smart Shield	$201	$221	$221
Debit/Credit Fees – Square	$200	$350	$350
TOTAL	$112,754	$102,204	$108,690

** Email Archiving and Hotspot were moved out of 3.98 to another line item in 2019

4.3 Improvements

4.4 Equipment $

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	$2,700,757
Rainy Day Fund	$832,054
Bond & Interest Redemption Fund	$0
Capital Projects Fund	$0
Library Improvement Reserve Fund	$0

Director's Report
July 2020

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: Three policies are up for review in August: Food, Tobacco, Drug, and Alcohol Policy, Walking Books Policy, and Fixed Asset Inventory Policy. We are recommending revisions to the Food, Tobacco, Drug, and Alcohol Policy and the Walking Books Policy. Please see R 10 & R 12. In the Food, Tobacco, Drug, and Alcohol Policy we recommend adding study rooms to the list of places that patrons may eat in the library. Indiana Department of Child Services often uses our study rooms for supervised visits, and sometimes families enjoy a fast food meal while together. We support that use. We have increased the number of renewals allowed for library materials since the Walking Books Policy was last reviewed. Our Circulation Policy contains renewal details which are applicable to our walking book patrons. The old language is no longer needed. **If you approve the Consent Agenda, you will approve the revisions to the Food, Tobacco, Drug, and Alcohol Policy and the Walking Books Policy as presented.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

Oath of Office – Kevin Kaluf: Kevin Kaluf has been re-appointed to our library board by the County Council. Kevin will take his oath of office at our August meeting.

Annual Report of Impacts – Webmaster: Our webmaster will share library website success stories and/or impacts in her annual report.

2021 Budget: A budget overview has been provided in your packet. Please see R 15 and R 18. The Budget Committee consisting of Janelle Harper (Chair), Mark Heinig, and Kristie Housman met with the Director and Business Manager to review the 2021 Budget on July 27 at 5:30pm. Director and Business Manager met with our DLGF Field Rep virtually on July 23 at 9am (this date and time are assigned to us). At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget**. We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Declaration of Fiscal Body: As per SEA 410, we need to identify and report our fiscal body (in the event of a binding review) to the Indiana State Library by October 1st, 2020. The State Library created a form to help us identify and report. The form requires our Library Board President's signature, as well as the president of the declared fiscal body (our County Council President). **A board vote is required to adopt the Declaration of Fiscal Body report which names the Jasper County Council as the fiscal body responsible for binding adoption in the case of a triggering event.**

DeMotte Parking Lot Project: I did speak with architect Harry Mohler last month about our parking lot project. We discussed his working on cost estimates, a plan for getting bids, and a potential timeline for the project. He was going to begin work on that and we were to touch base before the August 10 board meeting so that I could share this information with all of you. At the writing of this report I have not yet spoken with Harry, but I will be following up with him. I plan to share what I learn with you at our August meeting.

Director's Report:

Our Summer Reading Program was virtual this year – a first ever occurrence which took many hours of planning and implementation across the system. Shannon and Debbie provide a detailed look at the program and numbers from DeMotte's perspective:

- Shannon: "Launched Online Summer Reading Program for K-5 and grades 6-12; bingo sheet for Preschoolers - fewer registered than years past, but those that are participating have uploaded pictures and written bios and reviews on their profiles. K-5: 69 participants; 35 completed the program by reading at least 240 minutes; Grades 6-12: 23 participants; 19 completed the program by reading at least 360 minutes.***wow***!! That is 83% completion rate! I think the patrons enjoyed the online program. Many of them uploaded profile pictures, wrote bios, and reviewed books. In both programs, even after hitting the threshold to receive all 4 prizes, kids and teens continued to log minutes. Many teens have minutes into the thousands or two-thousands! So, it's evident they enjoyed having this online community to log their reading". It was fun to call the winners of the prizes.

- Debbie: Adult Summer Reading was not as vibrant as in past years. Many of our patrons were not comfortable with the on-line version. They felt the slips were easier and less stressful – many of our older patrons do not even have an email yet. We had 32 participants in the Adult Summer Reading program with 121 titles read this year. We are happy to have been able to offer Adult Summer Reading in the midst of COVID-19. The people who did participate had fun writing reviews of the books they read, and others enjoyed reading the reviews. We gave away weekly prizes and a grand prize during the month of July (the adult summer reading dates aligned with the youth summer reading program). It is always fun to call our winners for the Summer Reading program.

After July 1 of each year we normally begin to purchase equipment items and work on small projects around the libraries that require outside contracting. This year we are holding off on these larger expenses. Our spring tax draw did come in as expected. This is great news! In April/May as we were not certain this would be the case. However, we do expect slow growth and reduced revenue in future years due to this year's public health emergency so we are working hard to not only maintain our healthy operating balance but add to it in anticipation of slow growth and future reduced revenue.

We did announce our status as a Fine Free Library on August 1. Our community is ecstatic as evidenced by the number of times our social media announcement was shared. We did receive some nice comments, too. Very happy that we can do this!

I am drafting a letter to the principals of area schools to explain how we are currently operating in consideration of COVID – 19. I plan to send it out next week as schools are set to resume. I know they have had a lot of information to process and disseminate this summer, so I did not want my communique to get caught up in the rush. I do, however, want them all to be aware, if they aren't already, of our current limited hours and services. I want them to be aware of what we can do for them. We have not yet ordered new digital access cards for distribution, but we have extended the expiration date on the cards we distributed last year. Additionally Overdrive has made a digital card available through March 2021 which allows easy access to eBooks. We believe that we will be able to set up remote access to one of our most popular databases for schools – Opposing Viewpoints. Public libraries around Indiana are giving careful consideration about how best to serve and simultaneously keep patrons and staff safe.

I am pleased to report that several staff will be attending TLCU and ILF's 2020 Youth Services Conference virtually. The price for each virtual conference was very reasonable and group pricing was an option which meant more staff could participate for less than we would have spent for an in-person conference.

We did not participate in the DeMotte Back to School Fair. This is one of my favorite outreach activities, and I missed attending this year.

System Administrator News

Sheila worked on a variety of pc, equipment, and server issues in July. She worked with Becky on the extension of our Digital Access Card expiration date and worked with our librarians on various tasks associated with our online Summer Reading program, one of which was the addition of a Digital Escape Room activity – something new. Our geocaches have been popular with 11 total new finds across our libraries. It's a great activity for this season we are in.

Technical Services News

Becky reports that she and her staff has been working to 'fix' a variety of errors or old cataloging when they have finished cataloging new items. An inventory of the children's collection is currently underway at the Rensselaer Library. Becky compiled the list of those who would be attending TLCU and registered everyone. She also worked with Sheila on the extension of our Digital Access Card expiration date.

DeMotte Library News

Debbie reports, "We have set up a "welcome desk" at the front entrance. As patrons arrive, we explain the current rules and limitations of their time in the library. Patrons have been very responsive and happy with our "welcome" and are following the rules well. We are all wearing masks and from the sparkles in our eyes – you can "see" the DeMotte staff and our patrons all "smiling" ☺ The DeMotte Library staff have really stepped up to make our "welcome to the building" a great experience for all."

Rensselaer Library News

Linda reports, "We completed our first virtual Adult Summer Reading Program held July 1-31. We had 40 participants, plus an additional 5 staff. A Women's Suffrage Traveling Exhibit was delivered and set up July 28 and will be on display through August 20. *Securing the Vote: Women's Suffrage in Indiana Traveling Display* invites visitors to enjoy a new traveling exhibit from the Indiana Historical Society (IHS) marking the 100th anniversary of the Nineteenth Amendment, which recognized a woman's right to vote. The men's book discussion met through Zoom again this month. Rachel is going to try Zoom with the 4th Thursday group to see if this would take off eventually-there was not a lot of interest expressed from the group."

Wheatfield Library News

Happy to report that after a two week closure our well pump and control panel are installed and worked well. Evie reports, "We held our Summer Reading Programs throughout the month of July. Attendance was minimal due to everything going on and us only being able to offer virtually…being closed two weeks didn't help either. The people who have participated, though, have been very happy with how it has been run. Since staff had to work from home (Evie & Rachael) or from the DeMotte Library meeting room, a lot of journal reading got done! We also worked on updating series and order boxes, ASK procedures, displays, ordering bestsellers and patron requests, and Carolynn even tried to teach herself how to use Ancestry to be able to better assist patrons. Since back in the building, we realized that the $1/day fine stickers on the DVDs and Blu-rays were no longer correct, so we are in the process of removing the stickers or blacking out the part about fines (if unable to remove the sticker)." During the closure Evie and Rachael did process holds and emptied the book drop daily at Wheatfield Library, limiting the amount of time they spent at the library due to our lack of water.

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
July 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	$196,748.44	$1,275,080.17	$187,584.18	$1,302,407.73	$834,066.23
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$17,757.09	$1,813.96	$8,140.67	$100.00	$11,951.96	$21,568.38
DeMotte	$6,929.99	$1,060.10	$2,027.95	$0.00	$2,743.43	$7,645.47
Rensselaer	$8,077.28	$533.67	$4,178.57	$100.00	$7,477.97	$11,376.68
Wheatfield	$2,749.82	$220.19	$1,934.15	$0.00	$1,730.56	$2,546.23
Library Improvement Reserve Fund	$232,000.47	$0.00	$0.00	$19.71	$135.39	$232,135.86
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,279,221.51	$0.00	$12,128.73	$458.25	$10,062.92	$2,277,155.70
Includes Investments of: $2,106,413.62						
State Technology Fund Grant Fund	$0.00	$1,782.00	$12,474.00	$0.00	$21,384.00	$8,910.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$190.77	$0.00	$167.76	$0.31	$54.77	$77.78
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,706.75	$53,842.24	$7,706.75	$53,842.24	$0.00
FICA Tax Collected	$0.00	$8,323.42	$58,743.34	$8,323.42	$58,743.34	$0.00
State Tax Collected	$0.00	$3,738.69	$26,341.64	$3,738.69	$26,341.64	$0.00
County Tax Collected	$0.00	$2,871.18	$20,271.31	$2,871.18	$20,271.31	$0.00
INPRS	$0.00	$3,453.85	$24,106.21	$3,453.85	$24,106.21	$0.00
Deferred Comp Plan	$0.00	$2,890.00	$20,130.00	$2,890.00	$20,130.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,760.92	$26,196.96	$3,760.88	$26,197.04	$0.08
Life Insurance	$0.00	$397.22	$2,804.37	$397.20	$2,804.59	$0.22
Garnishments	$0.00	$0.00	$22.92	$0.00	$22.92	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,339,321.41	$233,486.43	$1,540,450.32	$221,304.42	$1,578,456.06	$3,377,327.15

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Bank Balances

Jasper County Public Library

Report as of: **07/31/20**

	Bank	
1	Alliance Bank	$1,270,643.53
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,106,413.62
	Total all banks =	**$3,377,327.15**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20
								$443.75	Jul-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $9,961.25

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **07/01/20** *To* **07/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$46,313.80	$33,246.20	41.8
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$97,780.93	$687,618.90	$500,833.10	42.1
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,306.94	$54,263.75	$42,388.25	43.9
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,323.42	$58,743.34	$45,653.66	43.7
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$2,207.18	$296.82	11.9
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,213.16	$71,074.44	$50,654.56	41.6
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,339.62	$78,942.73	$82,433.27	51.1
Subtotal	*$1,754,670.00*		$1,754,670.00	$141,594.07	$999,164.14	$755,505.86	43.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$570.11	$2,802.79	$5,197.21	65.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$974.86	$3,046.09	$3,453.91	53.1
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$181.67	$2,929.56	$3,070.44	51.2
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$619.34	$3,375.91	$12,824.09	79.2
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$2,345.98	$12,719.18	$28,980.82	69.5
3. Other Services and Charge							

F3a

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$1,680.00	$3,250.00	$1,750.00	35.0
3.14	OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$0.00	$1,027.32	$5,672.68	84.7
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$5,790.92	$11,866.62	$7,133.38	37.5
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$8,075.00	$23,425.00	74.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$10,500.00	$0.00	$10,500.00	$937.00	$7,820.96	$2,679.04	25.5
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$127.05	$141.85	$1,858.15	92.9
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$974.34	$4,579.85	$15,420.15	77.1
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$1,612.43	$9,387.57	85.3
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$46.02	$438.94	$1,361.06	75.6
3.26	NETWORKING	$85,320.00	$0.00	$85,320.00	$1,170.92	$7,664.89	$77,655.11	91.0
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$249.84	$550.16	68.8
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51	GAS	$25,000.00	$0.00	$25,000.00	$573.06	$8,626.91	$16,373.09	65.5
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,269.75	$45,891.73	$64,108.27	58.3
3.53	WATER	$4,000.00	$0.00	$4,000.00	$186.35	$1,613.92	$2,386.08	59.7
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$508.90	$3,740.20	$4,259.80	53.2
3.61	BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$13,238.02	$30,727.20	$85,801.80	73.6
3.62	EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$105.00	$105.00	$895.00	89.5
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$237.97	$62.03	20.7
3.91	DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,933.53	$666.47	25.6
3.93	TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$1,258.00	($858.00)	-214.5
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98	MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$8,925.44	$40,795.03	$61,408.97	60.1
	Subtotal	*$595,073.00*		$595,073.00	$43,597.48	$199,601.18	$395,471.82	66.5
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$634.16	$1,901.87	$39,698.13	95.4
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$5,542.12	$35,438.37	$114,561.63	76.4
4.52	PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$614.87	$8,590.88	$8,009.12	48.2
4.53	NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$2,419.76	$17,664.55	$46,235.45	72.4
	Subtotal	*$272,100.00*		$272,100.00	$9,210.91	$63,595.67	$208,504.33	76.6
	Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$196,748.44	$1,275,080.17	$1,388,462.83	52.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **07/01/20** *To* **07/31/20**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **07/01/20** *To* **07/31/20**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	372	PAYROLL	07/10/20	PAYROLL	$57,166.83
0	375	CHRISTINA SANDERS	07/10/20	Courier Mileage: 6/16 - 6/30/2020 (Conf # 936)	$392.15
0	376	GREAT-WEST RETIREMENT	07/10/20	Annuity withheld 07/10/20 payroll (Conf #939)	$1,445.00
0	377	INPRS fbo PERF	07/10/20	INPRS Contributions 7/10/20 Payroll	$6,904.47
0	378	IRS USA TAXPAYMENT	07/10/20	Federal Withholding, Medicare & FICA withheld 7/10/20 Payroll & Ins. (Acknowledgement # 84285015)	$12,481.43
0	379	TOWN OF DEMOTTE	07/10/20	Dem: Sewer & Water : June 2020 (Conf #938)	$85.35
0	380	TOWN OF WHEATFIELD	07/10/20	WH: Sewer Service July 2020 (Conf #937)	$77.35
37620	381	AARON'S LAWN CARE	07/13/20	Mowing & edging	$990.00
37621	382	ACE HARDWARE	07/13/20	COVID-19 expenses	$29.15
37622	383	ANTHEM BLUE CROSS BLUE	07/13/20	Health insurance premiums- July 2020	$13,629.58
37623	384	ANTHEM LIFE	07/13/20	Life insurance premiums- July 2020	$109.39
37624	385	BAKER & TAYLOR	07/13/20	Books, Continuations, AV, Auto. Yours	$4,649.56
37625	386	BAKER & TAYLOR ENTERTAIN	07/13/20	AV	$1,131.19
37626	387	BETTER CONTAINERS MFG. C	07/13/20	Love My Library bags	$272.60
37627	388	BLUETARP FINANCIAL, INC	07/13/20	Maintenance supplies	$19.48
37628	389	BUSINESS CARD	07/13/20	Summer Reading prizes, pre-stamped post cards, postage	$615.10
37629	390	CARRIAGE PAPER PRODUCT	07/13/20	Thermal paper rolls	$212.32
37630	391	CENGAGE LEARNING INC/ GA	07/13/20	Opposing Viewpoints database subscription 5/27/20-5/26/21	$979.76
37631	392	CENTURYLINK	07/13/20	Rens: Fax line- July 2020	$56.64
37632	393	COUNTRYSIDE LANDSCAPIN	07/13/20	Wh: Start up irrigation system, irrigration system repairs	$307.66
37633	394	CULLIGAN WATER CONDITIO	07/13/20	Wh: Water Cooler Rental- July 2020	$12.71
37634	395	DELTA DENTAL	07/13/20	Dental insurance premiums- July 2020	$540.26
37635	396	DEMCO	07/13/20	Library supplies	$874.03
37636	397	DONNA BARKO	07/13/20	Mileage 3/6-7/9/20	$16.39
37637	398	ENVISIONWARE, INC.	07/13/20	Patron computer reservation software annual maintenance	$921.51
37638	399	GRAINGER	07/13/20	Janitorial & maintenance supplies	$210.18
37639	400	ICC BUSINESS PRODUCTS	07/13/20	Janitorial supplies, automatic hand sanitizer dispensers	$715.61
37640	401	INDIANA WASTE SERVICE	07/13/20	DeM & Wh: Trash pick-up July 2020	$140.00
37641	402	KANKAKEE VALLEY POST NE	07/13/20	Wh: Newspaper subscription Acct# 0047445	$74.99
37642	403	KONE, INC.	07/13/20	DeM: Elevator maintenance agreement 7/1-9/30/2020	$469.71
37643	404	KROGER GARDIS & REGAS, L	07/13/20	Legal Assistance- COVID-19 Matters; FFCRA Matters	$1,380.00
37644	405	MIDWEST TAPE	07/13/20	AV	$1,052.37
37645	406	NEILE TRAINOR	07/13/20	Mileage 1/3-3/4/20	$80.50
37646	407	NEW CASTLE HENRY COUNT	07/13/20	Lost ILL/SRCS item	$13.99
37647	408	NICHE ACADEMY	07/13/20	Niche Academy annual subscription renewal	$1,260.00
37648	409	NIMBO IP LLC	07/13/20	Monthly Managed Service- June 2020	$815.00
37649	410	NIPSCO	07/13/20	DeM & Wh: Gas & electric service 5/29-6/30/20	$5,994.58
37650	411	OFFICE DEPOT	07/13/20	Janitorial, office, maintenance, & library supplies	$337.65
37651	412	OLLIS BOOK CORPORATION	07/13/20	Books	$1,182.96
37652	413	OSBY WATER CONDITIONING	07/13/20	Wh: Water softener repair	$105.00
37653	414	PATTY STRINGFELLOW	07/13/20	Mileage 3/6-6/8/20	$86.25
37654	415	PRECISION CONTROL SYSTE	07/13/20	Rens: preventative maintenance, HVAC repair	$1,520.66
37655	416	QUALITY LOGO PRODUCTS, I	07/13/20	Summer Reading notebooks & pens	$384.71
37656	417	QUILL LLC	07/13/20	Office, janitorial, & library supplies	$131.08
37657	418	RENSSELAER ROTARY CLUB	07/13/20	2nd quarter dues	$52.00
37658	419	ROEING CORPORATION	07/13/20	Tech Maintenance Support - 3rd Installment 2020	$6,250.00

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37659	420	SHANNON HELDAK	07/13/20	Mileage 1/13-3/12/20	$42.55
37660	421	TRUGREEN PROCESSING CE	07/13/20	Tree & shrub insect & disease control treatments, Ash tree injections, Ornamental bed weed control	$2,118.46
37661	422	ULINE	07/13/20	Filament tape, labels	$123.91
37662	423	VSP INSURANCE CO. (CT)	07/13/20	Vision insurance premiums- July 2020	$202.81
37663	424	WALL STREET JOURNAL	07/13/20	DeM: Newspaper subscription Acct# 010560502255	$539.88
37664	425	WAL-MART COMMUNITY/SYN	07/13/20	Hotspot cables, containers	$40.97
37665	426	ENA SERVICES LLC	07/13/20	Internet Service- June 2020	$1,782.00
37666	427	FERGUSON FACILITIES #3400	07/13/20	Janitorial supplies	$632.19
37667	428	FLETCHER'S WELL DRILLING	07/13/20	Wh: Repairs/replacement of well control box and motor	$9,000.00
37668	429	HAMSTRA BUILDERS, INC.	07/13/20	DeM: Replaced ridge cap	$409.40
37669	430	KROGER GARDIS & REGAS, L	07/13/20	Legal Assistance- COVID-19 Matters	$300.00
37670	431	MIDWEST COLLABORATIVE F	07/13/20	Heritage Quest and Ancestry Library database renewals	$2,856.16
37671	432	WORLD BOOK INC.	07/13/20	World Book database renewal 8/10/20-8/10/21	$995.00
0	433	PAYROLL	07/24/20	PAYROLL	$54,551.04
0	434	AFLAC	07/24/20	Supplement Insurance July 2020 (Conf #940)	$1,015.72
0	435	ALLIANCE BANK	07/24/20	Direct Deposit Fees - June 2020	$76.60
0	436	CENTURYLINK	07/24/20	Wh: Fax line July 2020 (Conf #943)	$65.36
0	437	CHRISTINA SANDERS	07/24/20	Courier Mileage: 7/1 - 7/16/2020 (Conf # 945)	$356.50
0	438	CITY OF RENSSELAER	07/24/20	Rens: Utilities: 6/8 - 7/8/20 (Conf #941)	$4,240.78
0	439	GREAT-WEST RETIREMENT	07/24/20	Annuity withheld 07/24/20 payroll (Conf #946)	$1,445.00
0	440	INDIANA DEPARTMENT OF RE	07/24/20	State & County Taxes withheld July 2020 Payrolls	$6,609.87
0	441	INPRS fbo PERF	07/24/20	INPRS Contributions 7/24/20 Payroll	$6,762.54
0	442	IRS USA TAXPAYMENT	07/24/20	Federal Withholding, Medicare & FICA withheld 7/24/20 Payroll & Ins. (Acknowledgement # 91879190)	$11,872.16
0	443	SPRINT	07/24/20	Hotspot Data Service 6/12-7/11/20 (Conf #944)	$1,170.92
0	444	UNIQUE MANAGEMENT SERVI	07/24/20	Collections: Initial/Secondary Placements- June 2020 (Conf# 942)	$80.55
0	445	SQUARE, INC	07/31/20	Merchant Processing Fees- July 2020	$3.91
0	446	ALLIANCE BANK	07/31/20	Positive Pay Fee- July 2020	$15.00

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$233,486.43**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 05, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $233,486.43

Date this 10th **day of** August **,20**20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

FSa

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$268.01	$6,635.96
DeMotte	$124.02	$2,312.57		
Rensselaer	$135.99	$3,047.82		
Wheatfield	$8.00	$1,275.57		
PHOTOCOPIES:			$308.45	$2,960.90
DeMotte	$112.55	$976.20		
Rensselaer	$153.75	$1,392.95		
Wheatfield	$42.15	$591.75		
INTEREST (Checking, Repurchase, CDs):			$69.36	$317.91
TAXES:			$186,933.99	$1,291,046.32
Property Tax	$132,818.32	$732,942.11		
LOIT	$0.00	$107,421.48		
License Excise Tax	$0.00	$61,210.03		
Financial Institution Tax	$0.00	$2,403.01		
CVET(Commercial Vehicle Excise)	$0.00	$8,260.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$378,809.69		
TAXABLE SALES:-			$4.37	$28.09
REFUNDS:			$0.00	$1,418.55
Rebates/Refund	$0.00	$35.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$733.55		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$187,584.18**	**$1,302,407.73**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$100.00	$11,951.96
DeMotte	$0.00	$2,743.43		
Rensselaer	$100.00	$7,477.97		
Wheatfield	$0.00	$1,730.56		
LIB. IMPROV. RESERVE FUND:			$19.71	$135.39
Interest Earned	$19.71	$135.39		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$458.25	$10,062.92
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$458.25	$10,062.92		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$0.31	$54.77
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$188,162.45**	**$1,345,996.77**

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WITHHOLDING ACCOUNT FUNDS:			$33,141.97	$232,459.29
FIT Tax Collected	$7,706.75	$53,842.24		
FICA Collected	$8,323.42	$58,743.34		
State Tax Collected	$3,738.69	$26,341.64		
County Tax Collected	$2,871.18	$20,271.31		
INPRS	$3,453.85	$24,106.21		
Deferred Comp Plan	$2,890.00	$20,130.00		
Pre-tax Insurance Plan	$3,760.88	$26,197.04		
Life Insurance	$397.20	$2,804.59		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$221,304.42**	**$1,578,456.06**

F6a

Voucher List

Jasper County Public Library

Report Date: From 08/01/20 **To** 08/10/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	447	PAYROLL	08/10/20	PAYROLL	$59,112.45
0	448	CHRISTINA SANDERS	08/10/20	Courier Mileage: 7/16 - 7/31/2020 (Conf # 949)	$441.60
0	449	GREAT-WEST RETIREMENT	08/10/20	Annuity withheld 08/10/20 payroll (Conf #950)	$1,445.00
0	450	INPRS fbo PERF	08/10/20	INPRS Contributions 08/10/20 Payroll	$7,219.88
0	451	IRS USA TAXPAYMENT	08/10/20	Federal Withholding, Medicare & FICA withheld 08/10/20 Payroll & Ins. (Acknowledgement # 73961353)	$12,946.19
0	452	TOWN OF DEMOTTE	08/10/20	Dem: Sewer & Water : July 2020 (Conf #947)	$85.35
0	453	TOWN OF WHEATFIELD	08/10/20	WH: Sewer Service August 2020 (Conf #948)	$77.35
37672	454	AARON'S LAWN CARE	08/10/20	Mowing & edging	$930.00
37673	455	ACE HARDWARE	08/10/20	Ant killer, batteries, receptacle plate	$14.16
37674	456	ANTHEM BLUE CROSS BLUE	08/10/20	Health insurance premiums- August 2020	$13,629.58
37675	457	ANTHEM LIFE	08/10/20	Life insurance premiums- August 2020	$109.39
37676	458	BUSINESS CARD	08/10/20	Continuations, background checks, Facebook advertising, postage, library & maintenance supplies	$1,526.54
37677	459	CARDINAL COPIER SOLUTION	08/10/20	Quarterly maintenance agreement on DeMotte staff copier 4/11-7/10/20	$1,105.94
37678	460	CENTURION TECHNOLOGIES	08/10/20	Smart Shield licenses & annual maintenance	$197.20
37679	461	CHICAGO TRIBUNE	08/10/20	DeM & Rens: Newspaper subscriptions Acct# 20468938, 6 months	$728.00
37680	462	COMMONWEALTH TECHNOLO	08/10/20	Quarterly maintenance agreements on Rens. & Wh staff copiers	$499.54
37681	463	DELTA DENTAL	08/10/20	Dental insurance premiums- August 2020	$540.26
37682	464	EVELYN S. PARRISH	08/10/20	Postage; Mileage 1/13-7/28/20	$277.59
37683	465	GOODWIN FIRE EQUIPMENT, I	08/10/20	Rens: Annual fire extinguisher inspection and maintenance	$171.50
37684	466	GRAINGER	08/10/20	Lightbulbs	$111.60
37685	467	ICC BUSINESS PRODUCTS	08/10/20	3-hole punch, US flags, Wypall towels, disinfectant spray	$143.00
37686	468	INDIANA WASTE SERVICE	08/10/20	DeM & Wh: Trash pick-up August 2020	$147.00
37687	469	KROOSWYK PLUMBING, HEAT	08/10/20	Wh: Plumbing repairs and backflow testing	$7,192.58
37688	470	MUNCIE PUBLIC LIBRARY	08/10/20	Lost ILL items	$29.95
37689	471	NANETTE SPEACHT	08/10/20	Mileage 2/28-7/22/20	$44.85
37690	472	NICKOLE HACHLICA	08/10/20	Mileage 7/8-7/22/20	$13.80
37691	473	NIMBO IP LLC	08/10/20	Monthly Managed Service- July 2020	$815.00
37692	474	NIPSCO	08/10/20	DeM & Wh: Gas & electric service 6/30-7/30/20	$5,532.01
37693	475	NITCO	08/10/20	DeM: Local phone service- July & August 2020	$275.18
37694	476	OVERDRIVE, INC.	08/10/20	Deposit on Account for Future Content Purchases	$6,925.00
37695	477	PRECISION CONTROL SYSTE	08/10/20	DeM: preventative maintenance, HVAC repairs; Rens: HVAC repair	$5,215.98
37696	478	REBECCA AMALONG	08/10/20	Mileage 2/20/20	$25.30
37697	479	ROEING CORPORATION	08/10/20	Vmware vSphere v.5.0 Essentials Kit subscription license, 1 license, 3 years 8/22/20-8/21/23	$176.75
37698	480	THE LIBRARY CORPORATION	08/10/20	Hosted System Sept 2020- Aug 2021; Library.Solution Software Support Sept 2020-Aug 2021; Its.Marc Sept 2020-Aug 2021; AV Access on Its.Marc Sept 2020-Aug 2021	$30,065.00
37699	481	THE TIMES	08/10/20	DeM: Newspaper subscription renewal 8/13/20-8/11/21 Acct# 170-00009893	$370.99
37700	482	THE TOWN OF WESTON	08/10/20	Lost ILL item# 201636918	$20.00
37701	483	WAL-MART COMMUNITY/SYN	08/10/20	Library & maintenance supplies	$208.85
37702	484	BAKER & TAYLOR	08/10/20	Books, Continuations, AV, Auto. Yours	$8,176.90
37703	485	BAKER & TAYLOR ENTERTAIN	08/10/20	AV	$764.61
37704	486	BARNES & NOBLE, INC	08/10/20	Book	$17.25

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37705	487	CENTURYLINK	08/10/20	Rens: Fax line- August 2020	$56.64
37706	488	CULLIGAN WATER CONDITIO	08/10/20	Wh: Water Cooler Rental- August 2020; 5-gallon drinking water- 6	$65.71
37707	489	GREY HOUSE PUBLISHING	08/10/20	Continuations	$862.10
37708	490	LAURIE STEELE	08/10/20	Read the Books database subscription 7/1/20-6/30/21	$940.00
37709	491	MIDWEST TAPE	08/10/20	AV	$70.72
37710	492	OFFICE DEPOT	08/10/20	Janitorial, office, & library supplies	$317.93
37711	493	QUILL LLC	08/10/20	Janitorial, office, & library supplies	$303.52
37712	494	VSP INSURANCE CO. (CT)	08/10/20	Vision insurance premiums- August 2020	$214.74
37713	495	INDIANA LIBRARY FEDERATIO	08/10/20	2020 Virtual Youth Services Conference registrations: R. Cavinder, N. Hachlica, S. Heldak, J. Wilma, K. Hausenfleck	$400.00
37714	496	KROGER GARDIS & REGAS, L	08/10/20	Legal Assistance- COVID-19 Matters; Personnel Matters; FMLA Matters	$1,590.00
				Total Amount of Claims	**$172,150.48**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, August 13, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $172,150.48

Date this 13th **day of** August **,20**20**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Sep.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 14, 2020, 6pm
Wheatfield Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of August Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 10, R 25)

General Business

2021 Budget Hearing (R 25)	Action
Wheatfield Library Annual Report (R 25)	Information
DeMotte Parking Lot Project (R 25)	Action
Rensselaer Library Roof (R 25)	Information
COVID 19 Mitigation Plan Revision (R 25)	Action

Director's Report (R 25-R 29)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **August 13, 2020**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janet Umlauf, Kevin Kaluf, Natalie Waling, Janelle Harper, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Melissa Widner
Absent: Kristie Housman, Mark Heinig,

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Food, Tobacco, and Alcohol Policy revisions, Walking Books Policy revisions, Fixed Asset Inventory Policy review, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by J. Umlauf, seconded by N. Waling. Motion passed.

Oath of Office – Kevin Kaluf: K. Kaluf took his oath of office. He has been re-appointed to our Board by the County Council.

Annual Report of Impacts – Webmaster: M. Widner, Webmaster, shared that this year COVID - 19 has changed everything. We quickly realized when the library was shutdown in March due to the public health emergency that we needed a place to keep the public informed about our COVID - 19 response. A page on the website was setup for this purpose. The 'Jasper County Public Library and Coronavirus' page contains announcements and updates to the public about what the library is doing, what services are available to patrons, and where we are in our phased re-opening. During the shutdown staff worked to create virtual programming and story times for our patrons and this virtual programming continues. Publishers have very specific requirements for reading their books via a virtual story time. We have been able to meet these requirements by using our YouTube channel. A redesign of the library's website was planned for this year. After holding the first committee meeting in February the library was shutdown, so we are now getting back to this project. Staff voted on colors. Mobile use is a priority for this redesign. We are designing with a focus on how the website will look on a smart phone or tablet and on ease of use on these devices. Summer Reading this year was mainly virtual with patrons signing up and tracking their reading online. We created a virtual escape room/choose your own adventure type program for the Summer Reading kids. This program put the kids in their own library adventure where they helped to get the story book characters who had escaped from their books back into their books.

2021 Budget: The Budget Committee consisting of J. Harper (Chair), M. Heinig, and K. Housman met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2021 Budget on July 27. The growth quotient for the 2021 Budget is 4.2%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep virtually on July 23. This meeting went well. The total of the combined budgets for Operating ($2,700,757) and Rainy Day ($832,054) is $3,532,811. J. Davidson moved to advertise the 2021 Budget as presented, seconded by J. Harper. Motion passed.

Declaration of Fiscal Body: As per SEA 410, we need to identify and report our fiscal body, in the event of a binding review, to the Indiana State Library by October 1, 2020. The State Library created the Declaration of Fiscal Body form to help us identify and report. We have identified the Jasper County Council as the fiscal body responsible for binding adoption in the case of a triggering event. The form requires our Library Board President's signature, as well as the president of the declared fiscal body, our County Council President. J. Umlauf moved to name the Jasper County Council as the fiscal body responsible for binding adoption in the case of a triggering event, seconded by J. Davidson. Motion passed.

DeMotte Parking Lot Project: P. Stringfellow has spoken with architect, Harry Mohler. He is in the process of getting cost estimates together but it is slow going getting the information from various vendors. He hopes to have the informational cost estimates ready to present to the Board at the September Board Meeting. Regarding a potential timeline, if the Board decided to go out for bid at that time then it is possible we would have bids for the Board to review at the October or November meetings.

Director's Report: School started this week for area schools. P. Stringfellow sent an informational email to the Principals to explain our current operations in Phase 4 of our Phased Re-opening Plan. We are in the process of ordering Digital Access Cards. The expiration date on last year's cards has been extended in the meantime. Overdrive has digital ebook cards still in place for access to Overdrive. We are also working on the possibility of setting up access to the Opposing Viewpoints database for students. We are trying to get creative with programming during this time as well by thinking about the possibilities for outdoor story times for the school groups. Teachers and classrooms that are in need of print materials can utilize pull requests to get items since currently classes are not able to visit the library in person. The Indiana Humanities Council has awarded us an Advancing Racial Equity Collection Development Grant in the amount of $995. This grant will be used to purchase print and AV materials for all three of our libraries.

Adjournment: With no further matters for discussion N. Waling moved to adjourn the meeting at 6:27 PM, seconded by J. Davidson.

Janelle Harper

Janelle Harper, Secretary Pro-Tem

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
June-August 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	51	0	3	54
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	42	11	2	55
Blu-Ray (DBR)	382	17	7	406
Books on CD (DBKCD)	164	14	8	186
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	89	12	3	104
Digital Audiobooks (DDA)	49	1	0	50
DVD (DDVD)	2794	161	145	3100
Equipment (DEQP)	62	0	0	62
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	1043	68	47	1158
Fiction Fantasy (DFICF)	20	1	8	29
Fiction Inspirational (DFICI)	310	9	24	343
Fiction Mystery (DFICM)	212	17	10	239
Fiction New (DFICNEW)	878	60	71	1009
Fiction Science Fiction (DFICSF)	18	1	0	19
Fiction Western (DFICW)	22	1	1	24
Genealogy (DGENE)	0	1	0	1
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	160	9	23	192
Hanging Bags (DHANG)	17	0	0	17
Hotspots (DWIFI)	9	67	6	82
ILL (DILL)	37	2	6	45
Internet (DINTER)	1195	0	0	1195
Juv. Audio book (DJAUDB)	35	1	15	51
Juv. Biography (DJBIO)	110	2	4	116
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	47	7	1	55
Juv. Digital Device (DJDDP)	17	0	0	17
Juvenile Easy (DJE)	1454	53	79	1586
Juv. Easy Non-fiction (DJENF)	97	4	13	114
Juv. Easy Reader (DJER)	597	25	24	646
Juv. Easy Reader NF (DJERN)	19	1	1	21
Juv. Fiction (DJFIC)	1388	26	58	1472
Juv. Graphic Novel (DJGN)	193	2	26	221
Juv. Holiday books (DJHOL)	43	0	1	44
Juv. Launchpads (DPTAB)	18			18
Juv. Magazine (DJMAG)	14	0	1	15
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	616	28	75	719
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	268	2	16	286
Large Print Fiction (DLPF)	193	40	27	260
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	203	31	3	237
Large Print Nonfic (DLPNF)	13	3	0	16
Large Print Western (DLPW)	35	0	1	36
Magazine (DMAG)	1027	7	3	1037
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	2	8
Nonfiction 100 (DNF100)	17	6	1	24
Nonfiction 200 (DNF200)	29	5	1	35
Nonfiction 300 (DNF300)	86	13	1	100
Nonfiction 400 (DNF400)	3	0	6	9
Nonfiction 500 (DNF500)	51	8	5	64
Nonfiction 600 (DNF600)	237	24	31	292
Nonfiction 700 (DNF700)	50	6	0	56
Nonfiction 800 (DNF800)	18	15	2	35
Nonfiction 900 (DNF900)	52	9	12	73
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	61	9	3	73
Nonfiction (DNFIC)	13	0	1	14
Nonfiction New (DNFNEW)	267	26	18	311
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	10	0	0	10
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	4	0	0	4
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	1	1	17
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	207	2	210
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	11	0	1	12
YA Biography (DYAB)	3	1	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	226	28	16	270
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	27	9	3	39
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	5	1	0	6

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	7	40	5	52
Blu-Ray (RBR)	64	530	21	615
Books on CD (RBKCD)	13	127	0	140
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	19	146	5	170
Digital Audiobooks (RDA)	2	27	0	29
DVD (RDVD)	406	2696	158	3260
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	111	883	59	1053
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	144	677	69	890
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	40	138	7	185
Hanging Bag (RHANG)	0	16	0	16
Hotspots (RWIFI)	1	75	9	85
ILL (RILL)	1	70	3	74
Internet (RINTER)	0	431	0	431
Juv. Audio book (RJAUDB)	3	14	9	26
Juv. Biography (RJBIO)	8	37	8	53
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	5	35	2	42
Juv. Digital Device (RJDDP)	4	7	0	11
Juvenile Easy (RJE)	143	434	62	639
Juv. Easy Non-fiction (RJENF)	28	103	4	135
Juv. Easy Reader (RJER)	73	322	43	438
Juv. Easy Reader NF (RJERN)	9	31	0	40
Juv. Fiction (RJFIC)	149	485	27	661
Juv. Graphic Novel (RJGN)	18	62	15	95
Juv. Launchpads (RPTAB)	1	9		10
Juv. Magazine (RJMAG)	0	0	1	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	87	208	29	324
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	7	174	54	235
Large Print Fiction (RLPF)	34	252	18	304
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	12	232	1	245
Large Print Nonfic (RLPNF)	4	16	0	20
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	12	416	1	429
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	11	9	4	24

Non-Fiction 200 (RNF200)	10	31	1	42
Non-Fiction 300 (RNF300)	23	75	10	108
Non-Fiction 400 (RNF400)	0	3	8	11
Non-Fiction 500 (RNF500)	18	24	6	48
Non-Fiction 600 (RNF600)	46	144	42	232
Non-Fiction 700 (RNF700)	15	66	5	86
Non-Fiction 800 (RNF800)	1	14	6	21
Non-Fiction 900 (RNF900)	4	38	3	45
Nonfiction Blu-Ray (RNFBR)	0	12	0	12
Nonfiction DVD (RNFDVD)	21	90	5	116
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	71	281	44	396
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	6	0	6
Professional Coll. (RPRO)	0	7	0	7
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	5	0	6
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	99	15	42	156
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	1	0	3
STEAM Kits (RSTEAM)	3	6	0	9
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	1	0	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	16	219	8	243
YA Music CD (RYACD)	2	26	0	28
YA Nonfiction (RYANF)	10	15	3	28
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	8	0	8
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	8	10	20
Blu-Ray (WBR)	53	20	271	344
Books on CD (WBKCD)	24	11	216	251
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	14	21	41	76
Digital Audiobooks (WDA)	5	0	21	26
DVD (WDVD)	335	148	1697	2180
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	99	44	422	565
Fiction Fantasy (WFICF)	9	2	18	29
Fiction Inspirational (WFICI)	46	8	107	161
Fiction Mystery (WFICM)	2	10	74	86

Fiction New (WFICNEW)	79	44	348	471
Fiction Science Fiction (WFICSF)	1	5	3	9
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	29	19	98	146
Hanging Bags (WHANG)	0	1	25	26
Hotspots (WWIFI)	6	61	31	98
ILL (WILL)	4	1	4	9
Internet (WINTER)	0	0	187	187
Juv. Audio book (WJAUDB)	13	2	48	63
Juv. Biography (WJBIO)	6	3	28	37
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	3	15	21
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	116	56	604	776
Juv. Easy Non-fiction (WJENF)	16	8	126	150
Juv. Easy Reader (WJER)	84	20	419	523
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	265	27	779	1071
Juv. Graphic Novel (WJGN)	10	2	88	100
Juv. Launchpads (WPTAB)	0	2	5	7
Juv. Magazine (WJMAG)	0	1	43	44
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	74	22	275	371
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	21	19	265	305
Large Print Fiction (WLPF)	30	41	124	195
Large Print Inspirational (WLPI)	0	7	9	16
Large Print Mystery (WLPM)	2	3	16	21
Large Print New (WLPN)	13	26	198	237
Large Print Nonfic (WLPNF)	2	9	25	36
Large Print Western (WLPW)	0	0	7	7
Magazine (WMAG)	25	7	386	418
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	8	4	17	29
Non-Fiction 200 (WNF200)	3	7	21	31
Non-Fiction 300 (WNF300)	12	11	20	43
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	12	2	10	24
Non-Fiction 600 (WNF600)	21	16	82	119
Non-Fiction 700 (WNF700)	10	2	19	31
Non-Fiction 800 (WNF800)	0	1	3	4
Non-Fiction 900 (WNF900)	4	11	46	61
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	3	74	80
Nonfiction (WNFIC)	0	1	1	2
Nonfiction New (WNFNEW)	23	13	105	141
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	1	1	5	7
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	2	0	4	6
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	3	0	4	7
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	4	9	14
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	92	26	226	344
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	14	2	13	29
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	4	4
Storage (WZSTO)	0	1	1	2
TOTAL	18501	11619	9318	39438

CIRCULATION BY HOLDINGS CODE
June-August 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	51	0	3	54
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	51	59	17	127
Blu-Ray (BR)	499	579	299	1377
Books on CD (BKCD)	201	152	224	577
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	122	179	49	350
Digital Audiobooks (DA)	56	28	21	105
DVD (DVD)	3535	3005	2000	8540
Equipment (EQP)	62	7	2	71
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	1253	995	528	2776
Fiction Fantasy (FICF)	29	3	26	58
Fiction Inspirational (FICI)	356	17	131	504
Fiction Mystery (FICM)	214	27	84	325
Fiction New (FICNEW)	1101	781	488	2370
Fiction Science Fiction (FICSF)	19	6	3	28
Fiction Western (FICW)	22	1	1	24

Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	229	166	128	523
Hanging Bags (HANG)	17	17	25	59
Hotspots (WIFI)	16	203	46	265
ILL (ILL)	42	73	13	128
Internet (INTR)	1195	431	187	1813
Juv. Audio book (JAUDB)	51	17	72	140
Juv. Biography (JBIO)	124	42	40	206
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	55	45	18	118
Juv. Digital Device (JDDP)	21	7	0	28
Juvenile Easy (JE)	1713	543	745	3001
Juv. Easy Non-Fiction (JENF)	141	**115**	143	399
Juv. Easy Reader (JER)	754	367	486	1607
Juv. Easy Reader NF (JERN)	28	32	1	61
Juv. Fiction (JFIC)	1802	538	864	3204
Juv. Graphic Novel (JGN)	221	66	103	390
Juv. Holiday (JHOL)	43	0	1	44
Juv. Launchpads (PTAB)	19	11	5	35
Juv. Magazine (JMAG)	14	1	45	60
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	777	258	379	1414
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	296	195	335	826
Large Print Fiction (LPF)	257	333	169	759
Large Print Inspirational (LPI)	0	7	9	16
Large Print Mystery (LPM)	2	3	16	21
Large Print New (LPN)	228	289	202	719
Large Print Nonfic (LPNF)	19	28	25	72
Large Print Western (LPW)	35	0	8	43
Magazine (MAG)	1064	430	390	1884
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	3	4	13
Non-Fiction 100 (NF100)	36	19	22	77
Non-Fiction 200 (NF200)	42	43	23	108
Non-Fiction 300 (NF300)	121	99	31	251
Non-Fiction 400 (NF400)	3	3	15	21
Non-Fiction 500 (NF500)	81	34	21	136
Non-Fiction 600 (NF600)	304	184	155	643
Non-Fiction 700 (NF700)	75	74	24	173
Non-Fiction 800 (NF800)	19	30	11	60
Non-Fiction 900 (NF900)	60	58	61	179
Non-Fiction Blu-Ray (NFBR)	0	12	0	12
Non-Fiction DVD (NFDVD)	85	102	82	269
Nonfiction (NFIC)	13	1	2	16
Nonfiction New (NFNEW)	361	320	167	848
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	10	0	0	10
Professional Coll. (PROF)	0	7	0	7

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	5	7	5	17
Reference (REF)	41	73	20	134
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	18	6	5	29
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	99	15	42	156
SRCS (From other libraries III-SRC	1	207	2	210
SRCS (SRCSW) Wheatfield	2	1	0	3
STEAM Kits (STEAM)	17	6	4	27
Vertical File (VF)	2	2	0	4
VHS	0	0	0	0
YA Audio book (YAUDB)	13	5	10	28
YA Biography (YAB)	3	1	1	5
YA Books on CD (YABKCD)	1	4	9	14
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	334	273	250	857
YA Music CD (YACD)	2	26	0	28
YA Nonfiction (YANF)	51	26	19	96
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	4	4
Storage (ZSTO)	5	10	1	16
				0
Free reads	244	199	64	507
Games/Puzzles	0	0	0	0
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	18788	11907	9385	40080

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	3765	2671	1730	8166
Nonfiction	1302	1115	616	3033
CHILDREN'S BOOKS				
Fiction	4865	1741	2537	9143
Nonfiction	1085	415	563	2063
YA BOOKS				
Fiction	563	439	378	1380
Nonfiction	54	27	20	101
Preloaded Dig Dev, Child	19	11	5	35
Magazines, Adult	1064	430	0	1494
Magazines, Children	14	1	45	60
Sound Recordings, adult	393	368	313	1074
Sound Recordings, ch	125	105	119	349
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	102	223	44	369
STEAM Kits	17	6	4	27

Vertical file	2	2	0	4
VHS/DVD/Blu-Ray	4124	3705	2386	10215
Equipment	78	210	48	336
Total	17572	11469	8808	37849
A-V Circulation	4642	4178	2818	11638
A-V Circulation as % of total	26.4%	36.4%	32.0%	30.7%

CIRCULATION STATISTICS

June-August 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	170	143	**3,765**	182	102	**2,671**	155	128	**1,730**	**8,166**
Nonfiction	124	24	**1,302**	122	160	**1,115**	65	238	**616**	**3,033**
CHILDREN'S BKS										
Fiction	64	487	**4,865**	176	149	**1,741**	64	285	**2,537**	**9,143**
Nonfiction	54	2	**1,085**	55	10	**415**	31	3	**563**	**2,063**
YA BOOKS										
Fiction	16	0	**563**	28	0	**439**	37	1	**378**	**1,380**
Nonfiction	1	0	**54**	2	0	**27**	0	0	**20**	**101**
Preloaded Dig Dev	1	0	**19**	0	0	**11**	1	0	**5**	**35**
Magazines,Adult	0	0	**1,064**	0	0	**430**	0	0	**0**	**1,494**
Magazines, Child	0	0	**14**	0	0	**1**	0	0	**45**	**60**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	26	0	**393**	16	0	**368**	17	239	**313**	**1,074**
Sound Rec/Child	1	44	**125**	1	89	**105**	1	2	**119**	**349**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	1	**0**	0	0	**0**	**0**
SRCS	0	0	**102**	0	0	**223**	0	0	**44**	**369**
STEAM Kits	0	0	**17**	0	0	**6**	0	0	**4**	**27**
Vertical Files	0	0	**2**	0	0	**2**	0	0	**0**	**4**
DVD/BluRay	81	129	**4,124**	97	257	**3,705**	58	161	**2,386**	**10,215**
Equipment	0	0	**78**	0	0	**210**	0	0	**48**	**336**
TOTAL	538	829	**17,572**	679	768	**11,469**	429	1057	**8,808**	**37,849**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,244	77,009	61,081
Circulation Increase/Decrease	**128.3%**	**46.5%**	**75.6%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	20,542	37,849	84.3%
Jan. to date circulation	166,190	95,004	-42.8%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,966	23,993	16,013	16,093	16,678	16,705	**Fiction**
19,792	19,892	19,488	19,450	8,386	8,213	**Nonfiction**
						CHILDREN'S BKS
15,950	15,527	14,241	14,268	13,690	13,469	**Fiction**
9,268	9,320	6,208	6,253	6,525	6,553	**Nonfiction**
						YA BOOKS
2,425	2,441	3,321	3,349	3,463	3,499	**Fiction**
629	630	406	408	154	154	**Nonfiction**
2	3	0	0	4	5	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,117	4,143	659	675	4,852	4,630	**Sound Rec/Adult**
687	644	4,497	4,409	910	909	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	14	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,393	7,345	11,457	11,297	6,948	6,845	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,535	84,244	77,098	77,009	61,709	61,081	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June-August 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	1248	270	1156	250	1159	251	3563	772
LOCAL HISTORY								
In person	14	4	20	6	0	0	34	10
Letters written	13	13	83	83	0	0	96	96
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1195	50	431	18	187	8	1813	76
Internet use-Wireless	2548		2853		1166		6567	
VCR Use	0	0	0	0	0	0	0	0
Microforms	20	3	139	19	0	0	159	21
Public FAX24	109		57		36		202	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	12	4	2	1	0	0	14	5
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	90		10		7		107	
Outreach activities	20	20	14	9	0	0	34	23
Meeting Room Use (no. of group	0	0	0	0	0	0	0	0
Study room use	0	0	0	0	0	0	0	0
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	2	0	0	0	2	0
Pull Requests	528	528	0	0	129	129	657	3942
E-books downloaded							7926	
IN-HOUSE USE ITEMS	271		74		101		446	
SELF-CHECKOUT USE	27		140		153		320	
INTERLIBRARY LOANS								
Requests made for:							137	34
Items rec'd for:							134	67
Items requested by other librarie							246	
Items supplied to other libraries							247	124

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7233	11024	4492	22749
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	262	457	119	838
Number of New Patrons Added	66	47	27	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**0**	0	**0**	0	**0**	0	**0**	0
Total Persons Attending	**0**		**0**		**0**		**0**	
Total Attending Same Month Last Yr.	1337		1113		1884		4334	
Total Staff Hours Spent		892		386		388	1665	5168
Total Number of In-House Program	**0**		**0**		**0**		**0**	
Total Attendance	**0**		**0**		**0**		**0**	
Total Number of Outreach Progran	**0**		**0**		**0**		**0**	
Total Attendance	**0**		**0**		**0**		**0**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	12294	70.1%	7648	67.2%	6428	69.9%	26370	69.1%
Corporate	5	0.0%	0	0.0%	0	0.0%	5	0.0%
Juvenile 0-11	60	0.3%	83	0.7%	28	0.3%	171	0.4%
Juvenile-AV	1401	8.0%	464	4.1%	1008	11.0%	2873	7.5%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	235	1.3%	338	3.0%	113	1.2%	686	1.8%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	8	0.0%	20	0.2%	0	0.0%	28	0.1%
Reciprocal YA	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	2	0.0%	273	2.4%	0	0.0%	275	0.7%
Staff	2805	16.0%	2097	18.4%	1398	15.2%	6300	16.5%
Walking books	75	0.4%	149	1.3%	140	1.5%	364	1.0%
YA 12-17	24	0.1%	16	0.1%	5	0.1%	45	2.6%
YA-AV	641	3.7%	286	2.5%	82	0.9%	1009	2.6%
Total	17550		11387		9202		38139	
All items borrowed by nonresidents	243	1.4%	371	3.3%	113	1.2%	727	1.9%

R7

Salary Ordinance 2020
Updated 9/14/20

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Lilian Chittenden	Page	$7.25	8/26/20	9	W
Payton Caldwell	Page	$7.25	9/2/20	10	D
Grace Brennan	Page	$7.25	9/2/20	10	D

We have hired Lilian Chittenden as Wheatfield Page, replacing Lyriel Steinberg who no longer works for the library. We have hired Payton Caldwell as DeMotte Page, replacing Autumn Fagenbaum who was promoted to Wheatfield Clerk. We have hired Grace Brennan as DeMotte Page, replacing Cynthia Pfau who no longer works for the library.

We have examined and approved the changes to the 2020 Jasper County Public Library Salary Ordinance. Dated 9/14/20.

Janelle L. Harper
Janet Umlauf
Natalie A. Waling
Kristie Housman

Julie Davidson

R 10

LIBRARY STAFF PRIVILEGE POLICY

~~Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to past employees who have worked for Jasper County Public Library for 15 or more years, effective January 1, 2014. Past employees must be residents of our service district.~~

Staff *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned. Staff is expected to adhere to the same renewal and hold(s) policies that patrons are required to follow.

Lost or damaged library cards will be replaced free of charge.

Staff members may check out more than 2 items without presenting their library card.

Staff may borrow equipment that is circulated to patrons. A deposit and/or borrowing fee is not required.

Library staff may use the library's internet fax service, paying for printed copies as per the library's Computer Use Policy.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

These privileges are extended only to staff not to members of their families.

8/94; revised 7/14; reviewed 9/16; revised 9/20

This year we note Long Range Plan accomplishments as they relate to measurable outcomes; evidence will vary quarter to quarter, and we will remember it is a five-year plan. This is our second quarterly report under the new plan, and an impressive report it is considering we were and are in the midst of a public health emergency for which there is no roadmap. Creativity, team work, quick thinking, flexibility, hard work, great care, and an emphasis on meeting community needs are evidenced in this quarterly report:

Goal 1 – JCPL is a welcoming community hub.
Measurable Outcomes:

Increased usage of the library and its services – we have seen an increase in patron holds and eContent use; we have seen a measurable increase in Geocache finds.

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking – we installed Plexiglas sneeze guards and hand sanitizer dispensers in response to COVID – 19; Rensselaer Library foyer walls repaired and painted and globe lights painted to freshen up the fixtures.

Evidence of continued safety training for staff and evaluation of current safety measures – The library board adopted a COVID – 19 Mitigation Plan and all staff are trained on its content.

JCPL website will be more user friendly – staff were included in the ongoing redesign process with color choices.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.
Measurable Outcomes:

Evidence of continued communication with community school students and faculty – contacted local preschools in DeMotte to promote virtual story times to their families; partnered with local schools to distribute Online Summer Reading program flyers; St. Augustine students are placing holds online and picking up selected items curbside; assisted Rensselaer Schools with wi-fi access during the shutdown; extended expiration date of Digital Access Cards for area students so they can continue to use JCPL digital resources.

Evidence of continued communication with community organizations, businesses, and government units – placed Summer Reading posters in businesses around the community; worked with Jasper County Historical Society doing research for the upcoming Cemetery Walk and their Vintage Views magazine; assisted a community organization member with Constant Contact Resources upon request; Director attended and participated in Community Round Table meetings on Fridays during COVID – 19 shutdown and this is now a monthly meeting.

Evidence of new and continued collaboration – placed some donated books in the Little Free Libraries located around Rensselaer; distributed COVID -19 Family Resource Bags to our patrons, provided by Franciscan Health; upon request we shared Franciscan's Facebook post requesting help with masks.

Evidence of continued collaboration with other areas libraries – attended virtual all ages round table hosted by Eckhart Public Library; Library Director meets virtually and regularly with library directors in NWI and across Indiana to share resources and ideas in response to COVID – 19; System's Administrator assisted area library with remote printing questions.

Evidence of increased awareness of community events – Jasper Newton Foundation shared our social media post about the Women's Suffrage Traveling Exhibit on display at Rensselaer Library.

Reviewed and revised policies and practices that are more community-focused – our Study Room Policy was recently revised in consideration of this new focus.

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.

Measurable Outcomes:

Completed Summer Reading Program evaluation – statistics and anecdotal information has been collected and sent to the Library Director.

Evidence of new and expanded services – we are now a Fine Free Library; created virtual story time videos and story time kits for circulation; established a new service, Curbside; launched our first-ever Online Summer Reading Program; offered a Teen Challenge via social media; offered a first-ever digital escape room program; we publicized FaxScan24 online service via social media when patrons needed an option to Fax during the shutdown.

Logo utilized on marketing and published materials – used library brand and logo on Summer reading prizes and updated logo on Hoopla, geocaching.com, Instagram, Internet Archive, librarytechnology.org, Myspace, Facebook, Niche Academy, Pinterest, Survey Monkey, Tumblr, Yelp, Flickr, and Envisionware software on patron pcs.

Evidence of increased community awareness of what the library is doing and why – Rensselaer Republican printed several stories on the front page detailing the library's service response to COVID – 19; received numerous requests for assistance during our COVID – 19 shutdown via email and messaging at the library's invitation on social media platforms and JCEDO Community Roundtable; impressive engagements for Fine Free announcements on Facebook (over 9500 people reached); 179 new Facebook page likes in a six-month period; Yelp and Google Business analytics show an impressive array of visits, phone calls, searches, views, and reviews.

Maintained or increased number of patron requests acted upon – Facebook new messaging connections increased 173% in a six-month period.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:

Evidence of staff training on tech competencies and community engagement – in collaboration with MCLS our Digital Literacies Work Group began to create content for our Staff Development Day on tech competencies (training now on hold due to COVID – 19).

Increased awareness, promotion, and use of digital resources – in response to the public health emergency we regularly promoted digital resources on social media; we used You Tube for story times which allowed virtual participation; during our COVID – 19 shutdown, digital access cards were available for individuals who did not have a library card to provide access to digital resources; online Internet Archive Yearbook usage remains steady and strong.

Evidence of library events where citizens can discuss and learn in a positive environment – adult book discussion participants shared written comments about books in lieu of face-to-face discussions; offered a men's book discussion via ZOOM and a 4th Thursday book discussion via email response to discussion questions.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic mindedness, and the arts – Library staff who work directly with youth attended ILF Youth Conference and library roundtables virtually; staff have viewed a wide array of webinars on a variety of topics; compiled a page of links and resources for Race and Justice and shared the list on social media and our website.

Evidence of continued digitization, making accessible interesting and/or historically significant items – started news archive of local and regional COVID coverage.

R 15

Jasper County Public Library

COVID-19 Mitigation Plan

The health and safety of Jasper County Public Library (JCPL) employees is a top priority. JCPL plans to phase in library services in a manner consistent with federal, state, and local health recommendations as related to COVID-19. The following mitigation plan represents the initial phase and has been developed to protect the health of both individual employees and the public. Successive phases will be shared as their implementation date draws nearer and as details solidify. Generally speaking, we expect many of the restrictions on operations and conduct to lessen over time, though certain practices – particularly those related to handwashing and other personal and environmental hygiene – likely will become long-term or permanent aspects of our operations.

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time). Failure to support the health and safety goals listed below may lead to disciplinary action. This plan does not alter the at-will nature of Library employment. Given the nature and purpose of the Library's efforts, this document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of modifications to the extent and as soon as feasible.

The Management Team will monitor and implement this plan. Questions or suggestions are welcome and should be directed to the Business Office or the Director (preferably via phone or email, and – if in person – while maintaining social distance). JCPL may not always have an answer (immediately or at all), but will always do its very best to provide one.

Maintaining Social Distancing Recommendations

A. JCPL requires social distancing of at least six feet between employees whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's work space).

B. JCPL may make changes in services, library hours, and schedules to maximize employees' ability to adhere to social distancing recommendations. Additionally, Plexiglas sneeze guards will be installed in staff and public areas to aid in mitigation.

C. Employee schedules may be staggered to minimize the number of employees in a building with at least a 15 minute interval between team changes to avoid or minimize team interaction.

D. All departments with fixed workstations will adjust work areas to adhere to at least a six foot distance or install Plexiglas sneeze guards.

E. Employees will have a set schedule and anyone unable to work any portion of their schedule should speak with their supervisor in regard to the reasons why and to discuss the options available to them.

F. Employees will not be in the building when their team is not scheduled except with prior approval of the Director. Social distancing must be maintained.

G. Senior staff who are not scheduled at their building for their weekly hours will be responsible for completing their weekly hours using telecommuting as per Director parameters.

H. Clerks and Pages will be scheduled as close to their normal hours as is possible.

I. Janitors will be scheduled their full hours since they are unable to telework. However, like all employees, janitors are expected to maintain social distancing and utilize appropriate PPE and hygiene protocols.

J. Employees should rely upon phone calls, texts, emails, and virtual meetings to communicate and work together to reduce face-to-face contact.

K. Employees should work six feet away from their co-workers. If the nature of an assignment renders six-foot distancing impossible, notify and discuss with the manager on duty.

L. Employees in small shared offices or close work stations will be moved to an alternate place in the building to work.

M. Employees should enter and exit the library buildings moments or minutes apart as needed to maintain physical distancing. Do not congregate in physical proximity in connection with shifts starting or ending (or any other time).

N. Strive to follow the CDC's recommendation to decrease social contacts in the workplace, such as in-person meetings and group lunches.

O. One employee at a time may be in the staff lounge, and only to use the refrigerator and microwave. Wash hands immediately before and after handling shared appliances. Employees will bring their own dishes and utensils and will take them home at the end of each shift to be cleaned. Carry-in events and shared coffee pots are discontinued at this time.

P. Any employee using the staff lounge must continue to keep the six foot physical distance requirement.

Q. IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

R. Current library services will be limited or modified to ensure that proper social distancing between employees and patrons can be maintained.

S. Patrons will be required to stay in their car during curbside service.

T. Any patron services added will have minimal staff-patron interactions and will require physical distancing ability.

U. Employees should complete incident reports regarding any patrons who repeatedly – and despite polite but clear verbal redirection – violate the social distancing requirements or do not stay on the patron side of the Plexiglas sneeze guards.

Implementing Basic Infection Prevention Measures

A. Employees will disinfect their work areas and high-touch surfaces at the beginning and end of each shift using paper towels and JCPL-provided disinfecting solution. High touch surfaces include such things as door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

B. Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

C. Handwashing is always important but particularly important when changing between work activities, moving materials between co-workers and patrons, or processing the book drop. This is not an exhaustive list. Employees will wash hands before and after such activities to prevent cross contamination.

D. Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

E. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

F. Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

G. Shared workspaces should be sanitized thoroughly between users and at the change of each shift using JCPL-provided solution.

H. Employees should carry their own writing utensils.

I. Employees will contribute to basic housekeeping practices including routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

J. Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.

K. Handwashing signs will be posted in all public and staff restrooms that reflect proper handwashing procedures.

L. Soap and paper towel will be available at all sinks, including public restrooms, for handwashing.

M. Hand sanitizer will be made available for staff and patrons as supplies allow.

Utilizing Personal Protective Equipment (PPE)

A. The library will follow local health department guidance and/or the Indiana Governor's Executive Orders in regard to face coverings. ~~Currently~~, face coverings are recommended for employees and patrons unless otherwise required by local and/or state officials.

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Face coverings should not hinder job performance.

D. Signs will be placed at library entrances to alert patrons that face coverings are recommended or required in consideration of item A in this section.

E. Social distancing should still be followed even while wearing face coverings or other PPE.

F. Janitorial staff will receive priority access to gloves if supplies run short, especially when cleaning with harsh chemicals.

G. Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

H. Employees are encouraged to rely on frequent and thorough handwashing.

I. Gloves must always be available in spill kits to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

J. Employees may wish to bring their own gloves, but improperly utilized gloves can be a greater source of contamination than bare hands. Employees wearing gloves can become complacent about following proper hand hygiene guidelines. Any employee that wishes to use their gloves at work must ensure frequent glove changes and handwashing before changing work activities.

K. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

Monitoring Individual Health and Wellness

A. The library will post notices regarding the symptoms of COVID-19 in public and staff areas.

B. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

C. Employees are welcome (but by no means required or expected) to consider utilizing the free COVID-19 self-assessment available at: https://landing.google.com/screener/covid19.

D. If an employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay or return home and notify their supervisor immediately. In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19 and the basic identification of each symptom (e.g., "shortness of breath" or "fever.". Employees need not share further details when reporting to supervisors and supervisors should not solicit further details. The Business Office may seek limited follow-up information in appropriate cases.

E. Employees are encouraged to follow the CDC's recommendations on what to do if exhibiting symptoms https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf.

Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. We will use data provided by the REALM study to guide our decision making. ~~Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours.~~

Materials Entering JCPL Facilities from non-JCPL Facilities

A. Employees handling materials as they enter a JCPL facility will wear gloves as supplies allow.

B. Employees will remove items from book drops and leave in current status.

C. Designated carts will be used for emptying book drops and will not be used for other activities.

D. Items emptied from the book drop will be quarantined for ~~72~~ 120 hours.

E. Each library will designate a quarantine area for book drop materials that is away from staff work or travel patterns.

F. Items will be placed on tables or on the floor in the designated quarantine space.

G. For management of the quarantine, a slip will be taped to the table with the date items were placed in quarantine and date/time (~~72~~ 120 hours from arrival) that materials will be available to be checked in.

H. After ~~72~~ 120 hours a designated cart (clean cart) will be used to transfer library materials to an area for check in.

I. Once checked in, items are available for shelving or holds.

Couriered Materials

A. Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending library or has already been through quarantine at the sending library.

B. Each library will designate a dispatch area for the use of the courier.

C. The transport area must be away from staff work areas to minimize possible contact courier would have with co-workers.

D. Each library location will establish a receiving area for courier deliveries to limit contact between delivery personnel and library staff.

Cleaning and Disinfecting

A. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

B. Disinfecting works by using chemicals or ultraviolet lights to kill germs/viruses on surfaces or objects.

C. A combination of cleaning and disinfecting will be most effective in mitigating the COVID-19 virus.

D. The library will follow CDC guidelines for cleaning and disinfecting facilities.

E. The janitors are responsible for the daily cleaning and disinfecting of the library.

F. The other employees are responsible for cleaning and disinfecting their work areas and /or shared work areas, supplies, and equipment as previously explained.

G. Cleaning and disinfecting will take place at the end of each shift before a team leaves the building.

Symptoms in the Workplace

A. Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately and JCPL will follow CDC Public Health Recommendations for Community-Related Exposure.

B. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. A list of symptoms is available on the CDC website.

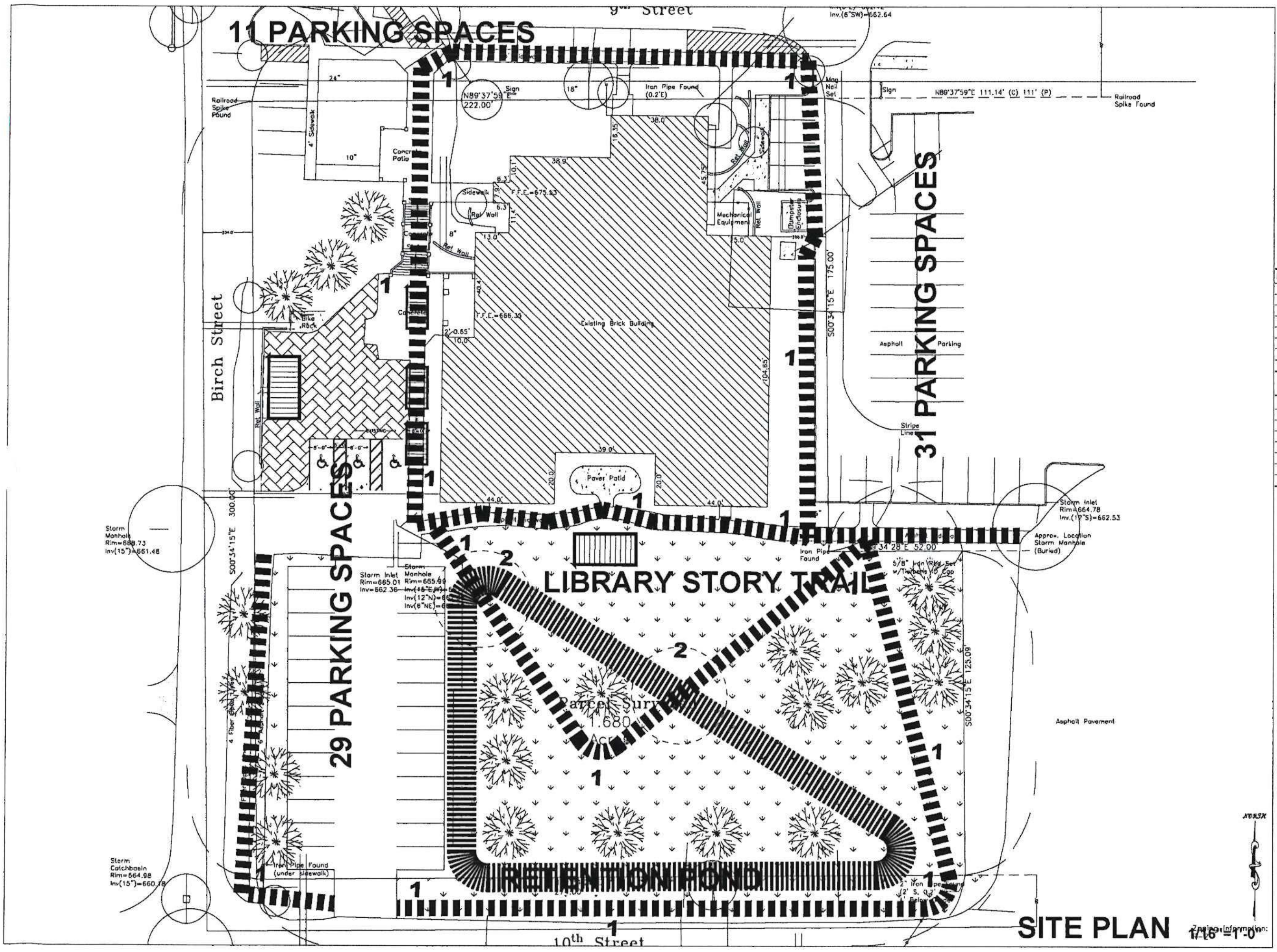
C. If a sick employee is suspected or confirmed to have COVID-19, JCPL will follow CDC cleaning and disinfection recommendations.

Adopted May 11, 2020; revised June 8, 2020; revised September 14, 2020

DeMotte Project Costs 20200910

	COUNT	UNITS	$/UNIT	TOTAL
DEMO NORTH RAMP	1200	SF	$ 5.00	$ 6,000.00
REPLACE NORTH CURB ON BIRCH STREET	20	LF	$ 50.00	$ 1,000.00
NEW SIDEWALK	60	SF	$ 5.00	$ 300.00
LANDSCAPING / TREES	3	EA	$ 1,000.00	$ 3,000.00
				$ -
BRICK PATIO	4382	SF	$ 12.00	$ 52,584.00
PERFORMANCE PERGOLA	1	EA	$ 12,000.00	$ 12,000.00
ELECTRIC & LIGHTS	1	EA	$ 1,000.00	$ 1,000.00
3 WALKWAY PERGOLAS	3	EA	$ 7,000.00	$ 21,000.00
3 HANDICAP PRING SPACES	280	SF	$ 12.00	$ 3,360.00
BIRCH STREET ENTRY MODIFICATIONS	1	EA	$ 5,000.00	$ 5,000.00
10TH STREET DRIVE ENTRY/EXIT	480	SF	$ 25.00	$ 12,000.00
29 CAR PARKING LOT	7020	SF	$ 6.42	$ 45,045.00
4 TREES AND LANDSCAPING	4	EA	$ 1,000.00	$ 4,000.00
PAVER PATIO	300	SF	$ 12.00	$ 3,600.00
PAVER PATIO PERGOLA	1	EA	$ 9,000.00	$ 9,000.00
RETENTION POND/DRY CREEK/DRAIN TO STORM MANHOLE	7020	CF	$ 5.00	$ 35,100.00
13 TREES	13	EA	$ 1,000.00	$ 13,000.00
LANDSCAPING	21060	SF	$ 1.00	$ 21,060.00
LIBRARY STORY TRAIL	1500	LF	$ 3.00	$ 4,500.00
15 STORY TRAIL SIGNS	15	EA	$ 800.00	$ 12,000.00
SUBTOTAL				$ 264,549.00
GC P &O				$ 66,137.25
CONSTRUCTION TOTAL				$ 330,686.25
A &E FEES				$ 26,454.90

D:\0000 2020\MAPC\19\19016 DEMOTTE PL PARKING LOT\19016 PLANS 20190611.dwg, 11:55:28 AM, DWG To PDF.pc3


9th Street
11 PARKING SPACES
31 PARKING SPACES
29 PARKING SPACES
LIBRARY STORY TRAIL
RETENTION POND
Birch Street
10th Street
Existing Brick Building
Paved Patio
Concrete Patio
Sidewalk
Ret. Wall
Mechanical Equipment
Dumpster Enclosure
Bike Rack
Railroad Spike Found
Iron Pipe Found (0.2'E)
Mag Nail Set
Sign
N89°37'59"E 222.00'
N89°37'59"E 111.14' (c) 111' (P)
S00°34'15"E 175.00'
S00°34'15"E 300.00'
S00°34'15"E 125.09'
S89°34'28"E 52.00
Asphalt Parking
Asphalt Pavement
Stripe Lines
Storm Manhole Rim=668.73 Inv(15")=661.48
Storm Inlet Rim=665.01 Inv=662.36
Storm Manhole Rim=665.59 Inv(12"N) Inv(6"NE)
Storm Inlet Rim=664.78 Inv.(12"S)=662.53
Approx. Location Storm Manhole (Buried)
5/8" Iron Rod Set w/Tiefbens I.S. Cap
Iron Pipe Found
Iron Pipe Found (under sidewalk)
Storm Catchbasin Rim=664.92 Inv(15")=660.18
Parcel Survey 1.680 Acres
1
2
NORTH

SITE PLAN

1/16"=1'-0"

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REVISION

REV	BY	DATE	DESC

ISSUED / APPROVED

DATE	BY
	PRELIMINARY
	EXCEPT AS NOTED
	FOR BID ONLY
	FOR INFORMATION
	FOR APPROVAL
	FOR CONSTRUCTION
	FOR RECORD

Project Number	19016
Drawn by	HLM
Checked by	HLM
Date	1/15/2020
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DEMOTTE, IN

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A Professional Corporation
ARCHITECTS - ENGINEERS
INTERIOR DESIGNERS
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Cp 1.1

Director's Report
August 2020

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policy Review: Three policies are up for review in September: Board Bylaws, Board Privilege Policy, and Staff Privilege Policy. No revisions are recommended to the Board Bylaws or Board Privilege Policy. We are recommending revisions to the Staff Privilege Policy. Please see R 10. Now that we are a Fine Free Library, the first paragraph is no longer needed, so we recommend striking it. **If you approve the Consent Agenda, you will approve revising the Staff Privilege Policy as presented.**

General Business:

2021 Budget Hearing: You will hold your hearing for your 2021 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Parrish and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

DeMotte Parking Lot Project: Architect Harry Mohler will be on hand to discuss project estimates. Project estimates will help us to know the process we would follow to seek bids. If you are ready to go out for bid, a board vote would be required to do so, and I would ask library attorney Ed Dumas to work alongside Harry to make certain we follow the proper steps.

Rensselaer Library Roof: In the spring our maintenance man noted roof aggregate in our gutters. I contacted Harry Mohler for assistance in March, and he agreed that the amount of aggregate was significant and could be a manufacturing issue. He wanted to walk the roof and further investigate, but COVID -19 slowed this process down. He got back to it this summer. He has learned that the shingle manufacturer has been having problems with aggregate and there is a process to file a warranty claim. Harry will explain this process and his findings and thoughts at our September meeting.

COVID 19 Mitigation Plan Revision: You adopted our Mitigation Plan at our May board meeting and revised it at our June meeting. I recommend additional revisions this month in consideration of the Governor's face covering requirement and our longer quarantine time for returned materials. Please see R 10. A board vote is required.

Director's Report:

We did seek guidance from our employment law attorney in regard to President Trump's Notice 2020-65, payroll tax deferral. He strongly recommended that the library not participate. Employers are allowed but in no way required, to participate. We will follow his guidance and not participate.

On August 26 Governor Holcomb announced that the State of Indiana would continue in Stage 4.5 of his Back on Track Reopening Plan for an additional 30 days and that the face covering requirement was extended for an additional 30 days. The next day I sent all staff an email message, explaining that JCPL would continue with Phase 4 of our COVID – 19 Plan of Action Phased Reopening, but our Phase 4 has been revised slightly to reflect the Governor's face covering requirement which was not in effect when we first moved to Phase 4 in June; to reflect changes in our quarantine time due to new information we have received from the REALM study (from 3 days to 5 days); to reflect an option for library programs outside on the lawn (which I announced to the Management team at this month's Management meeting); to reflect the option to extend computer sessions for educational purposes now that school is in session.

On August 31 we received word about an important grant opportunity, CARES Act grant funding provided by the Institute of Museum and Library Services through the Indiana State Library and intended to help Indiana libraries respond to COVID-19 by reimbursing up to $1,400 of pandemic-related expenses to eligible libraries. These expenses include personal protective equipment and facility supplies (e.g. masks, sanitizer, Plexiglas shields, webcams); hotspots and other digital inclusion supplies (i.e. signal boosters or routers); and e-content. Items purchased within the grant term (May 6, 2020 – April 1, 2021 will be eligible), so we could receive funding for purchases already made. Anticipating a grant opportunity such as this we have been tracking these expenditures and do plan to apply. We must submit our grant application by October 1 so Rayann and I will complete and submit the application after we complete board meeting prep and bill pay.

Long Range Plan/Technology Plan Update: Please see R 12 for a quarterly report.

Rayann and I continued with Budget 2021 work in August. After the August 13 board meeting at which you voted to advertise the proposed budget, we uploaded the ad to Gateway as required.

Rayann and I participated in Indiana Treasurer of State 2020 Public Funds Management Webinar on September 1. This half-day webinar provided an economic overview from Public Trust Advisors, LLC and addressed numerous topics including: Trust Indiana, fraud, Indiana Bond Bank, permissible investments, and treasury management. They promoted Positive Pay, something that we recommended to the board in 2019. Very happy to have that in place as a fraud prevention mechanism.

As we head into the end of the year we are working on some seasonal maintenance projects – door weather stripping repairs at DeMotte Library, a roof inspection and addressing a small roof leak at Wheatfield Library, and hopefully sealing and striping as per our usual schedule. We will be seeking quotes soon for this work that we typically complete in September/October each year.

I was invited to be a part of the Jasper County Comprehensive Plan visioning workshop which required two virtual meetings in August. Jasper County was beginning the process of updating their Comprehensive Plan and these workshops allowed opportunities for community leaders, interest groups, and the public to share their ideas and concerns. We provided guidance to the Purdue University Team and Jasper County with this endeavor. We helped to identify specific issues and needs regarding Jasper County's future. I was happy to participate and learned a few things in the process.

System Administrator News

Sheila reports, "AWE sent an "update" hard drive so I can run updates on the Rensselaer and DeMotte AWE computers (Wheatfield is out of warranty). I started with DeMotte, and the update process produced an error that AWE support couldn't assist with remotely. I have to send the DeMotte PC to AWE to fix. Rensselaer worked as far as the update goes, but it doesn't allow the website games to work. AWE support said they'd work on DeMotte's first to get it updated and working with websites (their websites aren't working without the update). Once they update DeMotte's and fix the websites, if the fix is easy, they will walk me through fixing Rensselaer's. If not, I will have to send Rensselaer's AWE PC to them to get the websites to work. I updated equipment diagrams, network diagrams, and Network Troubleshooting instructions and went over these with Becky. I researched how to change night message from home via telephone. This is not possible.Staff can only change it via the website from a computer at JCPL. I will work with Chris/Alane to come up with an option for staff to do this from home. I should be able to set up a VPN on their devices at home so they appear to be coming from a JCPL IP address. We already do this for LS2Staff on our iPads."

Technical Services News

Becky reports, "We are still working to "fix" a variety of errors or old cataloging when we finish cataloging new items. Diane continues to do an inventory of the children's collection at Rensselaer. I've contacted TLC for several problems we've been having with Holds. It seems to skip the first person in line when new books are checked in. Also, I have been working with Donna about how she will notify Unique when lost items are returned. There is no way to know when these items are returned, since there are now no fines to "force" a pop-up. TLC could create a custom report, but we would have to pay for that. Mary suggested that she add a check in note for each item that is sent to Unique." We are still discussing our approach.

DeMotte Library News

Debbie reports, "DeMotte has two inspiring patron stories to share: An older woman and her friend came into the library. She was showing her friend around the library and introduced her to Franklin. Then, on the way out she told us that she brings all her friends here. A dad and his kids were looking a book up on the OPAC. Then, he proceeded to explain how to find the book to his kids by using the call number to make sure you were in the right section and then looking at the end caps to see where the letters would fall – a special family moment. Shannon worked with Janice and Rachael to develop Story Time kits – books and activities grouped together by theme for easy checkouts for patrons; and worked with Karla to create 4 themed kits for DeMotte (one kit was placed in a cardboard "guitar" for patrons to check out (and they are popular and currently all checked out). We also have take-home craft kits available for patrons to take at the circ desk. Shannon was happy to attend the Youth Conference virtually – she and Karla both attending and viewed the event on the "big screen" in the meeting room so they could "feel" a part of the event too."

Rensselaer Library News

Linda reports, "The men's book discussion group once again met through Zoom, and they are doing a great job interacting with each other over emails. The Suffrage traveling exhibit: Securing the Vote has moved on. We were thankful to get it during this time. We started promoting that we are a Fine Free Library starting August 1, though we were planning to announce during National Library Week-prior to Covid." Janice reports, "We have recorded 3 story times and loaded it onto a zip drive. To go along with the stories we have prepared crafts. We have taken the zip drive and crafts to Head Start so they can watch the stories and do their crafts at their convenience. The preschool teacher at Saint A. has been reserving books and walking over with her class on Friday to pick them up using Curbside pickup. We plan to start reading them a story outside in September weather permitting."

Wheatfield Library News

Evie reports, “Carolynn and I have been in touch with author Mark Marimen and are planning to have an outdoor Ghost Stories program in October. Carolynn and I are looking into how to best serve our book clubbers; she is going to try hosting a conference call, and I am planning a roundtable discussion outside (weather permitting).” Rachael reports, “The Children’s department has been busy creating Story Time kits for preschoolers. Each kit includes 2 books and a craft/activity sheet. They are starting to circulate well, and we have kits on reserve. Due to the high demand, we have created more themed kits (we now have 9 available to circulate). Patrons are excited about this service, and I’ve received good feedback from those who have returned the kits. I have been in touch with teachers about doing Zoom visits, or outside visits to the school and plan on doing some in September weather permitting.”

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

FI

JCPL FINANCIAL STATEMENT

August 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$225,930.04**	$1,501,010.21	**$56,321.42**	$1,358,729.15	**$664,457.61**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$375.92	$8,516.59	$995.00	$12,946.96	**$22,187.46**
DeMotte	$6,929.99	**$31.98**	$2,059.93	**$0.00**	$2,743.43	**$7,613.49**
Rensselaer	$8,077.28	**$188.94**	$4,367.51	**$995.00**	$8,472.97	**$12,182.74**
Wheatfield	$2,749.82	**$155.00**	$2,089.15	**$0.00**	$1,730.56	**$2,391.23**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$19.72**	$155.11	**$232,155.58**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$0.00**	$12,128.73	**$371.15**	$10,434.07	**$2,277,526.85**
Includes Investments of: $2,106,770.27						
State Technology Fund Grant Fund	$0.00	**$0.00**	$12,474.00	**$0.00**	$21,384.00	**$8,910.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$0.09**	$54.86	**$77.87**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,760.24**	$61,602.48	**$7,760.24**	$61,602.48	**$0.00**
FICA Tax Collected	$0.00	**$8,483.49**	$67,226.83	**$8,483.49**	$67,226.83	**$0.00**
State Tax Collected	$0.00	**$3,810.96**	$30,152.60	**$3,810.96**	$30,152.60	**$0.00**
County Tax Collected	$0.00	**$2,925.45**	$23,196.76	**$2,925.45**	$23,196.76	**$0.00**
INPRS	$0.00	**$3,489.81**	$27,596.02	**$3,489.81**	$27,596.02	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$23,020.00	**$2,890.00**	$23,020.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,728.03**	$29,924.99	**$3,728.00**	$29,925.04	**$0.05**
Life Insurance	$0.00	**$397.22**	$3,201.59	**$397.20**	$3,201.79	**$0.20**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$259,791.16**	**$1,800,241.48**	**$91,192.53**	**$1,669,648.59**	**$3,208,728.52**

F 2

Bank Balances

Jasper County Public Library

Report as of: **08/31/20**

	Bank	
1	Alliance Bank	$1,101,688.25
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,106,770.27
	Total all banks =	**$3,208,728.52**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20
								$443.75	Jul-20
								$356.65	Aug-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$10,317.90**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **08/01/20** *To* **08/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$52,943.80	$26,616.20	33.5
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$98,995.67	$786,614.57	$401,837.43	33.8
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,827.97	$62,091.72	$34,560.28	35.8
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,483.49	$67,226.83	$37,170.17	35.6
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$2,207.18	$296.82	11.9
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,269.78	$81,344.22	$40,384.78	33.2
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,351.55	$90,294.28	$71,081.72	44.0
Subtotal	*$1,754,670.00*		$1,754,670.00	$143,558.46	$1,142,722.60	$611,947.40	34.9
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$289.64	$3,092.43	$4,907.57	61.3
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$303.54	$3,349.63	$3,150.37	48.5
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$173.72	$3,103.28	$2,896.72	48.3
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$171.27	$3,547.18	$12,652.82	78.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$938.17	$13,657.35	$28,042.65	67.2
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$1,590.00	$4,840.00	$160.00	3.2
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$48.96	$1,076.28	$5,623.72	83.9
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$4,775.00	$16,641.62	$2,358.38	12.4
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$6,925.00	$15,000.00	$16,500.00	52.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,212.05	$9,033.01	$1,466.99	14.0
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$21.58	$163.43	$1,836.57	91.8
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,148.85	$5,728.70	$14,271.30	71.4
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$400.00	$2,012.43	$8,987.57	81.7
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$104.47	$543.41	$1,256.59	69.8
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,170.92	$8,835.81	$76,484.19	89.6
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.00	$259.84	$540.16	67.5
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51 GAS	$25,000.00	$0.00	$25,000.00	$425.61	$9,052.52	$15,947.48	63.8
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$8,879.58	$54,771.31	$55,228.69	50.2
3.53 WATER	$4,000.00	$0.00	$4,000.00	$239.35	$1,853.27	$2,146.73	53.7
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$515.90	$4,256.10	$3,743.90	46.8
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$11,399.28	$42,126.48	$74,402.52	63.8
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$171.50	$276.50	$723.50	72.4
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$250.68	$49.32	16.4
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,933.53	$666.47	25.6
3.93 TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$1,258.00	($858.00)	-214.5
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$34,039.84	$74,834.87	$27,369.13	26.8
Subtotal	*$595,073.00*		$595,073.00	$73,090.60	$272,691.78	$322,381.22	54.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$0.00	$1,901.87	$39,698.13	95.4
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$6,144.76	$41,583.13	$108,416.87	72.3
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$1,098.99	$9,689.87	$6,910.13	41.6
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$1,099.06	$18,763.61	$45,136.39	70.6
Subtotal	*$272,100.00*		$272,100.00	$8,342.81	$71,938.48	$200,161.52	73.6
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$225,930.04	$1,501,010.21	$1,162,532.79	43.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3C

F4a

Voucher List

Jasper County Public Library

Report Date: From 08/01/20 **To** 08/31/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	447	PAYROLL	08/10/20	PAYROLL	$59,112.45
0	448	CHRISTINA SANDERS	08/10/20	Courier Mileage: 7/16 - 7/31/2020 (Conf # 949)	$441.60
0	449	GREAT-WEST RETIREMENT	08/10/20	Annuity withheld 08/10/20 payroll (Conf #950)	$1,445.00
0	450	INPRS fbo PERF	08/10/20	INPRS Contributions 08/10/20 Payroll	$7,219.88
0	451	IRS USA TAXPAYMENT	08/10/20	Federal Withholding, Medicare & FICA withheld 08/10/20 Payroll & Ins. (Acknowledgement # 73961353)	$12,946.19
0	452	TOWN OF DEMOTTE	08/10/20	Dem: Sewer & Water : July 2020 (Conf #947)	$85.35
0	453	TOWN OF WHEATFIELD	08/10/20	WH: Sewer Service August 2020 (Conf #948)	$77.35
37672	454	AARON'S LAWN CARE	08/10/20	Mowing & edging	$930.00
37673	455	ACE HARDWARE	08/10/20	Ant killer, batteries, receptacle plate	$14.16
37674	456	ANTHEM BLUE CROSS BLUE	08/10/20	Health insurance premiums- August 2020	$13,629.58
37675	457	ANTHEM LIFE	08/10/20	Life insurance premiums- August 2020	$109.39
37676	458	BUSINESS CARD	08/10/20	Continuations, background checks, Facebook advertising, postage, library & maintenance supplies	$1,526.54
37677	459	CARDINAL COPIER SOLUTION	08/10/20	Quarterly maintenance agreement on DeMotte staff copier 4/11-7/10/20	$1,105.94
37678	460	CENTURION TECHNOLOGIES	08/10/20	Smart Shield licenses & annual maintenance	$197.20
37679	461	CHICAGO TRIBUNE	08/10/20	DeM & Rens: Newspaper subscriptions Acct# 20468938, 6 months	$728.00
37680	462	COMMONWEALTH TECHNOLO	08/10/20	Quarterly maintenance agreements on Rens. & Wh staff copiers	$499.54
37681	463	DELTA DENTAL	08/10/20	Dental insurance premiums- August 2020	$540.26
37682	464	EVELYN S. PARRISH	08/10/20	Postage; Mileage 1/13-7/28/20	$277.59
37683	465	GOODWIN FIRE EQUIPMENT, I	08/10/20	Rens: Annual fire extinguisher inspection and maintenance	$171.50
37684	466	GRAINGER	08/10/20	Lightbulbs	$111.60
37685	467	ICC BUSINESS PRODUCTS	08/10/20	3-hole punch, US flags, Wypall towels, disinfectant spray	$143.00
37686	468	INDIANA WASTE SERVICE	08/10/20	DeM & Wh: Trash pick-up August 2020	$147.00
37687	469	KROOSWYK PLUMBING, HEAT	08/10/20	Wh: Plumbing repairs and backflow testing	$7,192.58
37688	470	MUNCIE PUBLIC LIBRARY	08/10/20	Lost ILL items	$29.95
37689	471	NANETTE SPEACHT	08/10/20	Mileage 2/28-7/22/20	$44.85
37690	472	NICKOLE HACHLICA	08/10/20	Mileage 7/8-7/22/20	$13.80
37691	473	NIMBO IP LLC	08/10/20	Monthly Managed Service- July 2020	$815.00
37692	474	NIPSCO	08/10/20	DeM & Wh: Gas & electric service 6/30-7/30/20	$5,532.01
37693	475	NITCO	08/10/20	DeM: Local phone service- July & August 2020	$275.18
37694	476	OVERDRIVE, INC.	08/10/20	Deposit on Account for Future Content Purchases	$6,925.00
37695	477	PRECISION CONTROL SYSTE	08/10/20	DeM: preventative maintenance, HVAC repairs; Rens: HVAC repair	$5,215.98
37696	478	REBECCA AMALONG	08/10/20	Mileage 2/20/20	$25.30
37697	479	ROEING CORPORATION	08/10/20	Vmware vSphere v.5.0 Essentials Kit subscription license, 1 license, 3 years 8/22/20-8/21/23	$176.75
37698	480	THE LIBRARY CORPORATION	08/10/20	Hosted System Sept 2020- Aug 2021; Library.Solution Software Support Sept 2020-Aug 2021; Its.Marc Sept 2020-Aug 2021; AV Access on Its.Marc Sept 2020-Aug 2021	$30,065.00
37699	481	THE TIMES	08/10/20	DeM: Newspaper subscription renewal 8/13/20-8/11/21 Acct# 170-00009893	$370.99
37700	482	THE TOWN OF WESTON	08/10/20	Lost ILL item# 201636918	$20.00
37701	483	WAL-MART COMMUNITY/SYN	08/10/20	Library & maintenance supplies	$208.85
37702	484	BAKER & TAYLOR	08/10/20	Books, Continuations, AV, Auto. Yours	$8,176.90
37703	485	BAKER & TAYLOR ENTERTAIN	08/10/20	AV	$764.61
37704	486	BARNES & NOBLE, INC	08/10/20	Book	$17.25

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37705	487	CENTURYLINK	08/10/20	Rens: Fax line- August 2020	$56.64
37706	488	CULLIGAN WATER CONDITIO	08/10/20	Wh: Water Cooler Rental- August 2020; 5-gallon drinking water- 6	$65.71
37707	489	GREY HOUSE PUBLISHING	08/10/20	Continuations	$862.10
37708	490	LAURIE STEELE	08/10/20	Read the Books database subscription 7/1/20-6/30/21	$940.00
37709	491	MIDWEST TAPE	08/10/20	AV	$70.72
37710	492	OFFICE DEPOT	08/10/20	Janitorial, office, & library supplies	$317.93
37711	493	QUILL LLC	08/10/20	Janitorial, office, & library supplies	$303.52
37712	494	VSP INSURANCE CO. (CT)	08/10/20	Vision insurance premiums- August 2020	$214.74
37713	495	INDIANA LIBRARY FEDERATIO	08/10/20	2020 Virtual Youth Services Conference registrations: R. Cavinder, N. Hachlica, S. Heldak, J. Wilma, K. Hausenfleck	$400.00
37714	496	KROGER GARDIS & REGAS, L	08/10/20	Legal Assistance- COVID-19 Matters; Personnel Matters; FMLA Matters	$1,590.00
0	497	PAYROLL	08/25/20	PAYROLL	$54,341.19
0	498	AFLAC	08/25/20	Supplement Insurance August 2020 (Conf #954)	$982.83
0	499	ALLIANCE BANK	08/25/20	Direct Deposit Fees - July 2020	$36.30
0	500	CENTURYLINK	08/25/20	Wh: Fax line August 2020 (Conf #952)	$65.23
0	501	CHRISTINA SANDERS	08/25/20	Courier Mileage: 8/1 - 8/15/2020 (Conf # 953)	$356.50
0	502	CITY OF RENSSELAER	08/25/20	Rens: Utilities: 7/8 - 8/6/20 (Conf #951)	$4,165.73
0	503	GREAT-WEST RETIREMENT	08/25/20	Annuity withheld 08/25/20 payroll (Conf #956)	$1,445.00
0	504	INDIANA DEPARTMENT OF RE	08/25/20	State & County Taxes withheld August 2020 Payrolls	$6,736.41
0	505	INPRS fbo PERF	08/25/20	INPRS Contributions 08/25/20 Payroll	$6,539.71
0	506	IRS USA TAXPAYMENT	08/25/20	Federal Withholding, Medicare & FICA withheld 08/25/20 Payroll & Ins. (Acknowledgement # 60920770)	$11,781.03
0	507	SPRINT	08/25/20	Hotspot Data Service 7/12 - 8/11/20 (Conf #955)	$1,170.92
0	515	SQUARE, INC	08/31/20	Merchant Processing Fees- August 2020	$4.83
0	516	ALLIANCE BANK	08/31/20	Positive Pay Fee- August 2020	$15.00

Total Amount of Claims **$259,791.16**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 09, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $259,791.16

Date this 14th **day of** September **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$255.40	$6,891.36
DeMotte	$40.33	$2,352.90		
Rensselaer	$197.07	$3,244.89		
Wheatfield	$18.00	$1,293.57		
PHOTOCOPIES:			$281.80	$3,242.70
DeMotte	$108.65	$1,084.85		
Rensselaer	$131.75	$1,524.70		
Wheatfield	$41.40	$633.15		
INTEREST (Checking, Repurchase, CDs):			$67.76	$385.67
TAXES:			$54,115.67	$1,345,161.99
Property Tax	$0.00	$732,942.11		
LOIT	$0.00	$107,421.48		
License Excise Tax	$0.00	$61,210.03		
Financial Institution Tax	$0.00	$2,403.01		
CVET(Commercial Vehicle Excise)	$0.00	$8,260.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$432,925.36		
TAXABLE SALES:-			$1.27	$29.36
REFUNDS:			$1,599.52	$3,018.07
Rebates/Refund	$1,599.51	$1,634.51		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.01	$733.56		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$56,321.42**	**$1,358,729.15**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$995.00	$12,946.96
DeMotte	$0.00	$2,743.43		
Rensselaer	$995.00	$8,472.97		
Wheatfield	$0.00	$1,730.56		
LIB. IMPROV. RESERVE FUND:			$19.72	$155.11
Interest Earned	$19.72	$155.11		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$371.15	$10,434.07
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$371.15	$10,434.07		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.09	$54.86
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$57,707.38**	**$1,403,704.15**

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WITHHOLDING ACCOUNT FUNDS:			$33,485.15	$265,944.44
FIT Tax Collected	$7,760.24	$61,602.48		
FICA Collected	$8,483.49	$67,226.83		
State Tax Collected	$3,810.96	$30,152.60		
County Tax Collected	$2,925.45	$23,196.76		
INPRS	$3,489.81	$27,596.02		
Deferred Comp Plan	$2,890.00	$23,020.00		
Pre-tax Insurance Plan	$3,728.00	$29,925.04		
Life Insurance	$397.20	$3,201.79		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$91,192.53**	**$1,669,648.59**

F6a

Voucher List

Jasper County Public Library

Report Date: From 09/01/20 **To** 09/14/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	508	PAYROLL	09/10/20	PAYROLL	$56,354.37
0	509	CHRISTINA SANDERS	09/10/20	Courier Mileage: 8/16 - 8/31/2020 (Conf # 958)	$356.50
0	510	GREAT-WEST RETIREMENT	09/10/20	Annuity withheld 09/10/20 payroll (Conf #960)	$1,445.00
0	511	INPRS fbo PERF	09/10/20	INPRS Contributions 09/10/20 Payroll	$6,837.31
0	512	IRS USA TAXPAYMENT	09/10/20	Federal Withholding, Medicare & FICA withheld 09/10/20 Payroll & Ins. (Acknowledgement # 61621839)	$12,242.60
0	513	TOWN OF DEMOTTE	09/10/20	Dem: Sewer & Water : August 2020 (Conf #957)	$109.99
0	514	TOWN OF WHEATFIELD	09/10/20	WH: Sewer Service September 2020 (Conf #959)	$77.35
37715	517	AARON'S LAWN CARE	09/14/20	Mowing & edging	$930.00
37716	518	ADVANCED IMAGING SOLUTI	09/14/20	Quarterly maintenance agreement on patron copiers	$311.03
37717	519	ANTHEM BLUE CROSS BLUE	09/14/20	Health insurance premiums- September 2020	$13,629.58
37718	520	ANTHEM LIFE	09/14/20	Life insurance premiums- September 2020	$109.39
37719	521	BAKER & TAYLOR	09/14/20	Books, Continuations, AV, Auto. Yours	$5,290.46
37720	522	BAKER & TAYLOR ENTERTAIN	09/14/20	AV	$734.20
37721	523	BLR	09/14/20	Great Lakes Employment Law Letter subscription renewal	$546.77
37722	524	BUSINESS CARD	09/14/20	Books, domain renewal, background check, postage	$298.02
37723	525	BUSINESS MANAGEMENT DAI	09/14/20	Manager's Legal Bulletin (acct# 43590832) & Payroll Legal Alert (acct# 43590834)subscription renewals	$318.00
37724	526	CENTURYLINK	09/14/20	Rens: Fax line- September 2020	$56.64
37725	527	CULLIGAN WATER CONDITIO	09/14/20	Wh: Water Cooler Rental- September 2020	$12.71
37726	528	DELTA DENTAL	09/14/20	Dental insurance premiums- September 2020	$540.26
37727	529	DONNA BARKO	09/14/20	Mileage 7/14-9/8/20	$84.64
37728	530	ENA SERVICES LLC	09/14/20	Internet Service- July 2020; credit for internet service paid but did not receive the full bandwidth paid for	$680.71
37729	531	FERGUSON FACILITIES #3400	09/14/20	Janitorial supplies; Credit for freight charge	$19.92
37730	532	GOODWIN FIRE EQUIPMENT, I	09/14/20	DeM & Wh: Annual fire extinguisher inspection and maintenance	$567.50
37731	533	GRAINGER	09/14/20	Disinfectant	$354.78
37732	534	HR SPECIALIST	09/14/20	HR Specialist (acct# 43743204) subscription renewal	$199.00
37733	535	ICC BUSINESS PRODUCTS	09/14/20	Wypall wipes	$41.13
37734	536	INDIANA WASTE SERVICE	09/14/20	DeM & Wh: Trash pick-up September 2020	$147.00
37735	537	JASPER COUNTY HISTORICAL	09/14/20	Vintage Views Issue 30	$10.00
37736	538	MIDWEST COLLABORATIVE F	09/14/20	Digital Literacies Learning Plan - Installment #1	$1,150.00
37737	539	MIDWEST TAPE	09/14/20	AV	$356.37
37738	540	NIMBO IP LLC	09/14/20	Monthly Managed Service- August 2020	$815.00
37739	541	NIPSCO	09/14/20	DeM & Wh: Gas & electric service 7/30-8/31/20	$5,971.23
37740	542	NITCO	09/14/20	DeM: Local phone service- September 2020	$137.53
37741	543	OSBY WATER CONDITIONING	09/14/20	Wh. Water softener chemicals	$150.00
37742	544	PRECISION CONTROL SYSTE	09/14/20	Rens: HVAC repairs	$3,061.97
37743	545	STANLEY STEEMER	09/14/20	DeM: Carpet cleaning	$622.80
37744	546	STAPLES CREDIT PLAN	09/14/20	Wireless touchpad	$149.00
37745	547	STEVE'S SPECIALIZED SERVI	09/14/20	Laundry	$24.00
37746	548	SUNRISE PACKAGING	09/14/20	TV series cases	$582.24
37747	549	TRUGREEN PROCESSING CE	09/14/20	Rens: Insect & Disease Control; Wh: Ornamental Bed Weed Control	$314.68
37748	550	UNIQUE MANAGEMENT SERVI	09/14/20	Collections: Initial/Secondary Placements- July 2020	$80.55
37749	551	VSP INSURANCE CO. (CT)	09/14/20	Vision insurance premiums- September 2020	$202.81
37750	552	ACE HARDWARE	09/14/20	Maintenance supplies	$13.22
37751	553	BETTER CONTAINERS MFG. C	09/14/20	Love My Library bags (replacement for check#37626 written 7/13/20 lost in the mail)	$272.60

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37752	554	CENTURYLINK	09/14/20	Wh: Fax line September 2020	$65.23
37753	555	CITY OF RENSSELAER	09/14/20	Rens: Utilities: 8/6 - 9/9/20	$4,676.15
37754	556	OFFICE DEPOT	09/14/20	Janitorial, office, & library supplies	$386.25
37755	557	PEGGY MICHELIN	09/14/20	Mileage 10/3/19-9/11/20	$19.05
37756	558	QUILL LLC	09/14/20	Office & janitorial supplies	$189.19
37757	559	USA TODAY #8872	09/14/20	Rens & Wh: Newspaper subscriptions Acct# UT4243565 & UT4209466	$677.62

Total Amount of Claims **$122,222.35**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 14, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $122,222.35

Date this 14th **day of** September **,20** 20.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 12, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of September Board Meeting
Bills/Financial Reports
Policy Review (R 10, R 12, R 14)

General Business

Budget 2021 Adoption (R 16)	Action
Advanced Tax Draw Resolution (R 16)	Action
Permission to De-Select – CD ROM Software (R 16)	Action
2021 Slate of Officers (R 17)	Information

Director's Report (R 16–R 19)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **September 14, 2020**
Jasper County Public Library Board of Trustees **Wheatfield Library**
6:00 PM

Present: Natalie Waling, Janet Umlauf, Janelle Harper, Kristie Housman, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Evie Parrish, Rachael Cavinder, Harry Mohler
Absent: Mark Heinig, Kevin Kaluf

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Board By-Laws review, Board Privilege Policy review, and Staff Privilege Policy revisions were approved as presented on a motion by J. Umlauf, seconded by K. Housman. Motion passed.

2021 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Report: Rachael Cavinder, Children's Specialist, shared that programming has been impacted significantly by COVID-19 but we are learning new ways to offer services to our patrons. The Library shut down just as preparations for Summer Reading are usually being finished. We knew that we didn't want to cancel Summer Reading but we would have to restructure it. We chose to go with Engaged Patrons Online Summer Reading program since we have already been using Engaged Patrons for program registration for years. Unfortunately, numbers were low possibly due to patrons being burned out on virtual learning. We reached out to teens through Instagram, creating an Instagram challenge for teens to win prizes. Some new teen followers were added to the Library's Instagram account. Story time has also been impacted. It is one of our most popular programs. We offered virtual story time throughout June with each Children's Department Head rotating doing the program. Attendance started strong but dwindled over time. Crafts to go were also created for those patrons who wanted to pick them up. We recently started offering Story Time Kits for checkout with each kit having a theme and including a couple books and a craft or activity. The Wheatfield Library has nine different kits and currently they are all checked out. Outreach programs have changed as well. Classroom visits are being conducted via live or recorded Zoom sessions or outside in school courtyards.

Evie Parrish, Branch Manager, reported that the Library recently received the Advancing Racial Equity Collection Development Grant from Indiana Humanities. This grant will allow us to purchase books and movies pertaining to racial equality for all three libraries. In the past year we've had some really great programs which created a lot of interest among patrons and members of the community who don't often visit the library. The Winter Gnome craft program in November attracted 40 participants, the Harry Potter Escape Room had almost 100 participants in December, Family Nerf War/Capture the Flag night had about 30 participants in January, and the pallet painting program in February had 20 participants. We look forward to when we can begin offering such programs again. In December we held a Christmas music program featuring a violin and harp ensemble. There were about 40 in attendance. A patron came into the library during this program to return some items not realizing that the music program was going on. She said that she had felt moved to come to the library at that time and felt so blessed by the music. It was an amazing patron impact! The past six months have brought new policies and procedures, limited services, and added stress but the staff continue to support one another and adjust to these 'unprecedented times.'

DeMotte Parking Lot Project: Harry Mohler, architect, presented information on the potential cost of the DeMotte parking lot project. He has reached out to several contractors to get an idea of cost for several aspects of the project such as paving, landscaping, storm drainage, etc. It is difficult to get a cost from contractors since the specifications are not written yet so there are no exact measurements for contractors to go on. To try to get a better idea, Harry created a list of the different parts of the project with estimated measurements and drew on personal experience and research to assign each area an estimated cost. He asked if there were aspects of the project that the Board wants to focus on in particular, anything they would like to cut at this time, or if they want to move ahead with all parts. The board does want to continue with the whole project and do not wish to cut anything at this time. He explained that this is turbulent times right now for construction. A year ago it could be difficult to get contractors to call back and now contractors are calling looking for work. Some construction materials are becoming hard to get. P. Stringfellow mentioned the possibility of doing the project in phases as we are not sure what revenue will look like in the coming years. Harry said the project could be broken up into phases with potentially Phase 1 being parking lot, retention pond, storm drainage, and lot entries; Phase 2 being patio & pergolas; and Phase 3 being landscaping & story trail. The board would like a recommendation on how to approach the phases and the bidding process. Ed Dumas, attorney, will be involved in the process as the specifications are written and bids are sought.

Rensselaer Library Roof: In the spring our maintenance man noted roof aggregate in the gutters. Harry was contacted for assistance and he agreed that the amount of aggregate, two buckets about 1/3 full, was significant and could be a manufacturing issue. He wanted to walk the roof and further investigate, but COVID-19 slowed this process down. Harry shared that he has been in contact with Curt Albertson at Hamsta who installed the roof and CertainTeed, the shingle manufacturer. When he described the issue to CertainTeed they indicated that the library would need to file a warranty claim through their website. Harry walked the roof today and took pictures. There is still aggregate in the gutters and it appears to be a problem across the whole roof not just one area. There are no missing shingles and the roof doesn't appear to be deteriorated. He doesn't believe that that we will have a problem in the next year or even in five years but the roof probably won't last as long as it should. Harry will file the warranty claim on behalf of the library.

COVID-19 Mitigation Plan Revision: Revisions are recommended to the JCPL COVID-19 Mitigation Plan in consideration of the Governor's face covering requirement and our longer quarantine time for returned materials. J. Harper moved to approve the revisions to the JCPL COVID-19 Mitigation Plan as presented, seconded by J. Davidson. Motion passed.

Director's Report: P. Stringfellow reported the Library will not be participating in President Trump's Notice 2020-65 payroll tax deferral. Our employment law attorney explained to us that employers are allowed but in no way required to participate. He recommended that the library not participate. We will follow his guidance. On August 31 we received word about the CARES Act grant funding provided by the Institute of Museum and Library Services through the Indiana State Library and intended to help Indiana libraries respond to COVID-19 by reimbursing up to $1400 of pandemic-related expenses to eligible libraries. P. Stringfellow and R. Gilmore submitted the application and we have already received notification that we are approved for the grant. The next step is to submit receipts. We are trying to find out if the library will be eligible for any of the money received by the county to cover the remainder of our pandemic-related expenses.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:55 PM, seconded by K. Housman.

Kristie Housman, Secretary

Natalie A. Waling

Attest: N. Waling, President Pro-Tem

R 10

Computer Use Policy

The library provides computers which allow access to a variety of electronic resources, including research resources, office software, children's games, the internet, and the library catalog. These computers are available for use by all patrons. Regarding internet use, certain age restrictions apply (See Internet Use and Safety Policy). Children unable to work independently must be accompanied by an individual who is able to work independently and can quietly assist them.

Patrons are welcome to use their personal laptops and other personal computing devices in the library. Patrons may connect personal equipment only to the wireless network, or to ports designated for such use. If necessary, patrons may plug their devices into a library electrical power source so long as they do not pose a safety hazard for others. All patrons using the internet, wired or wireless, are subject to the terms of the library's Internet Use and Safety Policy.

The library staff can provide limited assistance in computer use.

Headphones may be available for use or purchase. The volume of audio programs must be kept low enough that other patrons are not disturbed.

There is no charge for printing from the library catalog. All other printing, including printing from online databases, costs 5 cents per side (black/white) or 20 cents per side (color) ~~10 cents per printed page~~.

Multi-Use Computer time limits:
To promote equitable access to the internet, the library utilizes time management software for all designated Multi-Use computers. To access these computers, JCPL library patrons must use their own library card or a guest pass. Guests may receive a guest pass from circulation desk staff. Age restrictions apply (see Internet Use and Safety Policy).

All other patron computer time limits:
Time limits vary by library branch.

Staff may also take other measures to manage computer use time including (but not restricted to) reserving computers for individuals or groups with specific needs.

Only games currently installed on the children's computers may be played; staff cannot install other games, even those in our circulating collection.

Covered drinks are allowed near library computers.

No abuse of equipment or software will be tolerated. Loss or damage to the computers, peripheral equipment or library software will be paid for by the patron or responsible party.

Library staff has the right to restrict usage for those persons who do not use the equipment responsibly, do not abide by the regulations of the library, and/or do not abide by the specific rules for use of the computers.

JCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using JCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

8/06; reviewed 10/16; revised 10/20

R 12

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return hotspots on time, no fines will be assessed for overdue hotspots. This privilege will also be extended to past employees who have worked for Jasper County Public Library for 15 or more years, effective January 1, 2014. Past employees must be residents of our service district. As with other library users the library will deactivate devices if they are not returned by their due date.

Staff *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned. Staff is expected to adhere to the same renewal and hold(s) policies that patrons are required to follow.

Lost or damaged library cards will be replaced free of charge.

Staff members may check out more than 2 items without presenting their library card.

Staff may borrow equipment that is circulated to patrons. A deposit and/or borrowing fee is not required.

Library staff may use the library's internet fax service, paying for printed copies as per the library's Computer Use Policy.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

These privileges are extended only to staff not to members of their families.

8/94; revised 7/14; reviewed 9/16; revised 10/20

R14

Fine Free Library Policy

Fine Free initiatives for modern libraries are encouraged by the American Library Association - “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services; urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.” (January 2019 – ALA Midwinter Meeting)

The Jasper County Public Library supports the Fine Free Initiative and as such no overdue fines will be charged; with one exception. Overdue fines will be charged for hotspots.

Additionally, patrons will be responsible for lost and/or damaged items and collection agency fees.

October 2020

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __12th____ DAY OF _____October____________, 2020.

NAY	AYE
	Janet Umlauf
	Krist Hanson

ATTEST: Krist Hanson
Secretary of the Jasper County Public Library Board

FILED
OCT 14 2020
Kimberly K. Graw
Auditor, Jasper Co.

Director's Report
September 2020

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Policies for Review: In October four policies are up for review: Computer Use Policy, Reference Policy, ADA Policy, and Video Surveillance Policy. No revisions are recommended for the Reference Policy, ADA Policy, and Video Surveillance Policy. Revisions are recommended for the Computer Use Policy. Please see R 10. We need to revise copy costs so that they align with our Circulation Policy. A few years ago copy costs went down for us so we passed the savings along to patrons. We need to bring the Staff Privilege Policy back for another revision. We got a bit overzealous last month with our recommendation advising that you strike the first paragraph about staff and overdue fines since we are now fine free. We didn't think we needed to mention fines any longer. However, we forgot about hotspots. Patrons are charged overdue fines for hotspots, but we did not intend to fine staff for overdue hotspots – instead of striking the paragraph in its entirety, we should have revised the paragraph as presented in the attached document. Please see R 12. I am also bringing a new policy to you this month, a Fine Free Library Policy. Please see R 14. In March you approved our going fine free with recommended service parameters. I have taken those board approved service parameters and written them into a policy so that patrons and staff can easily find them. Otherwise the parameters sit in board meeting minutes. **If you approve the Consent Agenda, you will approve revising the Computer Use and Staff Privilege Policy and adopting the new Fine Free Library Policy as presented.**

General Business:

Budget 2021 Adoption: At the October meeting you will need to pass a resolution adopting the 2021 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,700,757; Rainy Day Fund $832,054.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

Permission to De-Select – CD ROM Software: We recommend that we remove CD ROM Software from our list of materials available at our library. All libraries have some software on shelf, but they no longer circulate. Board approval is required to de-select a material type. Remaining software will be removed from library shelves.

2021 Slate of Officers: At the November Board meeting the Nominating Committee will need to present a slate of officers for 2021. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Natalie Waling, Kristie Housman, and Julie Davidson, Chair. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

We moved to Phase 5 of our COVID – 19 Plan of Action Phased Reopening on October 8, 2020. We are pleased to be able to provide greater access to our libraries.

Last month I reported to you that we had applied for CARES Act grant funding provided by the Institute of Museum and Library Services through the Indiana State Library and were awarded $1400 to cover pandemic-related expenses. Our expenses totaled $2417 which left $1017 unfunded. I contacted the Jasper Newton Foundation and requested $1017 from their COVID – 19 Relief Fund. My request was approved and funds were awarded! We have received checks from both the Indiana State Library and the Jasper Newton Foundation, and all revenue has been receipted back into our operating fund.

Our architect, Harry Mohler, has filed the Roof Warranty claim with CertainTeed in regard to the granule loss discovered at Rensselaer Library. I received an acknowledgement from CertainTeed via email and an acknowledgement stating: *We have received notice that you are experiencing a problem with a CertainTeed product. Your submittal has been given a reference number. Upon receipt of the fully completed claim form, documentation and samples during your initial submittal we can continue to process your claim.* We are in process.

I received notification from the Indiana State Library that the Indiana Library & Historical Board did find Jasper County Public Library to be in compliance with the Public Library Standards for 2019 at its September 18 meeting.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card with prize giveaways. In September we issued 68 new traditional library cards, not bad in consideration of limited service hours and services. Last year we issued 115 new traditional library cards. We also issued 3300 digital access cards to schools in our service district, a month later than usual, but use is in full effect as evidenced by database use statistics. Opposing Viewpoints and Inspire stats are up a lot.

Rayann and I attended ILF Legislative Fall Forum virtually on October 6. We reviewed the legislative process, discussed advocacy and communication best practices, discussed policy priorities and relationship mapping and how to work our library supporter network. Next year's legislative session will be a long session with the Indiana State Budget being a primary focus. Revenue challenges will be with us for a while, so we are all called upon to reset our spending priorities. Communicating with legislators at the local level will be particularly important next year as visits to the Statehouse will be limited or impossible in consideration of COVID-19.

We did seal and stripe our parking lots at Rensselaer Library and DeMotte Library. This is a big but necessary annual expense. They always look so nice when they are freshened up.

System Administrator News

Sheila viewed an Indiana State Library webinar – What's Up Wednesday – Mindfully Navigating Difficult Times in the Library. Before COVID – 19, we updated ESET antivirus to the newest version. In September, we spent time becoming familiar with and configuring the settings. There is more work to do. Sheila is working on coming up with update instructions and routines for end of month. We are now subscribed to Zoom, a staff request. Zoom has been configured; emails have been sent to staff; and tutorials on Zoom account management have been viewed.

Technical Services News

Becky and her staff are still working to "fix" a variety of errors or old cataloging when in between cataloging new items. Inventory of Rensselaer's children's collection continues. We recently requested a written report from TLC needed for collection account management. We received the report, but it is not working. Becky has requested assistance from TLC for this issue as well as an issue with the wording on the library's final notice to patron in regard to overdue materials.

DeMotte Library News

Debbie reports, "New "Book Bundles" were created by Karla and Shannon. Each Book Bundle consists of two fiction books, a non-fiction book, an activity, and an instruction sheet to tie it all together. Each bundle is held together using yarn. A tag with a caption is tied to each bundle. Jewels, Chillers, Pirates, Mail, Festivals and War Dogs are the captions on some of the book bundles – so far we have 13 book bundles for patrons to enjoy and 5 have been checked out. They also created some more Storytime kits as our patrons are asking for more – 10 kits were checked out this month. We are trying different things to help fill in the gaps for our programs."

Rensselaer Library News

Linda has spent a lot of time researching, purchasing and assembling "Take & Make Pumpkin kits" for adults this month. Rensselaer will have them available the beginning of October and are eager to see if this is popular with our adult patrons. Janice reports, "In October we will record more stories to give to Head Start with crafts. When the weather gets bad I will talk to Saint A. teachers about possibly visiting their classrooms to read stories. We have had about 12 story time kits go out and the parents seem to like them. We had a positive response from a parent on Facebook with a picture of her children holding the craft they completed."

Wheatfield Library News

Evie reports, "Patrons are finding the library again! We have been seeing more patrons returning after the start of COVID and using our services. Patrons are happy to be back, and we are happy to see them again! Rachael and Nikki have been doing a great job with the Story Time take-home kits – we have 9 kits now that always need restocked, and recirculate as soon as they are returned and quarantined. Rachael noted that she learned through the Children's Counterparts Zoom meeting that many other libraries are having success with Story Time kits as well! Rachael has also been offering Zoom visits with the teachers and students at Wheatfield Elementary. Since it was Library Card Sign-Up Month, we had a number of kids visit because Ms. Rachael told them they could get a prize if they got a new card."

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
September 30, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$174,238.23**	$1,675,248.44	**$56,377.69**	$1,415,106.84	**$546,597.07**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$635.38	$9,151.97	$375.00	$13,321.96	**$21,927.08**
DeMotte	$6,929.99	**$272.60**	$2,332.53	**$0.00**	$2,743.43	**$7,340.89**
Rensselaer	$8,077.28	**$362.78**	$4,730.29	**$40.00**	$8,512.97	**$11,859.96**
Wheatfield	$2,749.82	**$0.00**	$2,089.15	**$335.00**	$2,065.56	**$2,726.23**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$19.08**	$174.19	**$232,174.66**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$0.00**	$12,128.73	**$259.31**	$10,693.38	**$2,277,786.16**
Includes Investments of: $2,107,015.55						
State Technology Fund Grant Fund	$0.00	**$680.71**	$13,154.71	**$0.00**	$21,384.00	**$8,229.29**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$0.40**	$55.26	**$78.27**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,690.51**	$69,292.99	**$7,690.51**	$69,292.99	**$0.00**
FICA Tax Collected	$0.00	**$8,391.00**	$75,617.83	**$8,391.00**	$75,617.83	**$0.00**
State Tax Collected	$0.00	**$3,775.85**	$33,928.45	**$3,775.85**	$33,928.45	**$0.00**
County Tax Collected	$0.00	**$2,894.45**	$26,091.21	**$2,894.45**	$26,091.21	**$0.00**
INPRS	$0.00	**$3,455.55**	$31,051.57	**$3,455.55**	$31,051.57	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$25,910.00	**$2,890.00**	$25,910.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,728.03**	$33,653.02	**$3,728.00**	$33,653.04	**$0.02**
Life Insurance	$0.00	**$397.22**	$3,598.81	**$397.20**	$3,598.99	**$0.18**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$208,776.93**	**$2,009,018.41**	**$90,254.04**	**$1,759,902.63**	**$3,090,205.63**

F2

Bank Balances

Jasper County Public Library

Report as of: **09/30/20**

	Bank	
1	Alliance Bank	$982,920.08
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,015.55
	Total all banks =	**$3,090,205.63**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20
								$443.75	Jul-20
								$356.65	Aug-20
								$245.28	Sep-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $10,563.18

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **09/01/20** *To* **09/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$59,573.80	$19,986.20	25.1
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$98,300.83	$884,915.40	$303,536.60	25.5
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,637.28	$69,729.00	$26,923.00	27.9
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,391.00	$75,617.83	$28,779.17	27.6
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$241.15	$2,448.33	$55.67	2.2
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,220.71	$91,564.93	$30,164.07	24.8
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,339.62	$101,633.90	$59,742.10	37.0
Subtotal	*$1,754,670.00*		$1,754,670.00	$142,760.59	$1,285,483.19	$469,186.81	26.7
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$238.95	$3,331.38	$4,668.62	58.4
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$679.84	$4,029.47	$2,470.53	38.0
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$163.22	$3,266.50	$2,733.50	45.6
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$96.83	$1,903.17	95.2
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$654.72	$4,201.90	$11,998.10	74.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$1,736.73	$15,394.08	$26,305.92	63.1
3. Other Services and Charge							

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$4,840.00	$160.00	3.2
3.14	OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$1,190.32	$2,266.60	$4,433.40	66.2
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$0.00	$16,641.62	$2,358.38	12.4
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$15,000.00	$16,500.00	52.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,074.40	$10,107.41	$392.59	3.7
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$9.20	$172.63	$1,827.37	91.4
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$816.69	$6,545.39	$13,454.61	67.3
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$2,012.43	$8,987.57	81.7
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$52.38	$595.79	$1,204.21	66.9
3.26	NETWORKING	$85,320.00	$0.00	$85,320.00	$1,169.64	$10,005.45	$75,314.55	88.3
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$259.84	$540.16	67.5
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51	GAS	$25,000.00	$0.00	$25,000.00	$532.73	$9,585.25	$15,414.75	61.7
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,717.55	$64,488.86	$45,511.14	41.4
3.53	WATER	$4,000.00	$0.00	$4,000.00	$210.99	$2,064.26	$1,935.74	48.4
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$520.45	$4,776.55	$3,223.45	40.3
3.61	BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$4,929.45	$47,055.93	$69,473.07	59.6
3.62	EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$567.50	$844.00	$156.00	15.6
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$263.39	$36.61	12.2
3.91	DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,933.53	$666.47	25.6
3.93	TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$1,258.00	($858.00)	-214.5
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98	MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$263.56	$75,098.43	$27,105.57	26.5
	Subtotal	*$595,073.00*		$595,073.00	$21,067.57	$293,759.35	$301,313.65	50.6
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$149.00	$2,050.87	$39,549.13	95.1
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$5,080.71	$46,663.84	$103,336.16	68.9
4.52	PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$2,095.38	$11,785.25	$4,814.75	29.0
4.53	NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$1,348.25	$20,111.86	$43,788.14	68.5
	Subtotal	*$272,100.00*		$272,100.00	$8,673.34	$80,611.82	$191,488.18	70.4
	Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$174,238.23	$1,675,248.44	$988,294.56	37.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3C

F3d

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **09/01/20** *To* **09/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$680.71	$13,154.71	($13,154.71)	#Div/0!
Subtotal	*$0.00*		$0.00	$680.71	$13,154.71	($13,154.71)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$680.71	$13,154.71	($13,154.71)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **09/01/20** ***To*** **09/30/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	508	PAYROLL	09/10/20	PAYROLL	$56,354.37
0	509	CHRISTINA SANDERS	09/10/20	Courier Mileage: 8/16 - 8/31/2020 (Conf # 958)	$356.50
0	510	GREAT-WEST RETIREMENT	09/10/20	Annuity withheld 09/10/20 payroll (Conf #960)	$1,445.00
0	511	INPRS fbo PERF	09/10/20	INPRS Contributions 09/10/20 Payroll	$6,837.31
0	512	IRS USA TAXPAYMENT	09/10/20	Federal Withholding, Medicare & FICA withheld 09/10/20 Payroll & Ins. (Acknowledgement # 61621839)	$12,242.60
0	513	TOWN OF DEMOTTE	09/10/20	Dem: Sewer & Water : August 2020 (Conf #957)	$109.99
0	514	TOWN OF WHEATFIELD	09/10/20	WH: Sewer Service September 2020 (Conf #959)	$77.35
37715	517	AARON'S LAWN CARE	09/14/20	Mowing & edging	$930.00
37716	518	ADVANCED IMAGING SOLUTI	09/14/20	Quarterly maintenance agreement on patron copiers	$311.03
37717	519	ANTHEM BLUE CROSS BLUE	09/14/20	Health insurance premiums- September 2020	$13,629.58
37718	520	ANTHEM LIFE	09/14/20	Life insurance premiums- September 2020	$109.39
37719	521	BAKER & TAYLOR	09/14/20	Books, Continuations, AV, Auto. Yours	$5,290.46
37720	522	BAKER & TAYLOR ENTERTAIN	09/14/20	AV	$734.20
37721	523	BLR	09/14/20	Great Lakes Employment Law Letter subscription renewal	$546.77
37722	524	BUSINESS CARD	09/14/20	Books, domain renewal, background check, postage	$298.02
37723	525	BUSINESS MANAGEMENT DAI	09/14/20	Manager's Legal Bulletin (acct# 43590832) & Payroll Legal Alert (acct# 43590834)subscription renewals	$318.00
37724	526	CENTURYLINK	09/14/20	Rens: Fax line- September 2020	$56.64
37725	527	CULLIGAN WATER CONDITIO	09/14/20	Wh: Water Cooler Rental- September 2020	$12.71
37726	528	DELTA DENTAL	09/14/20	Dental insurance premiums- September 2020	$540.26
37727	529	DONNA BARKO	09/14/20	Mileage 7/14-9/8/20	$84.64
37728	530	ENA SERVICES LLC	09/14/20	Internet Service- July 2020; credit for internet service paid but did not receive the full bandwidth paid for	$680.71
37729	531	FERGUSON FACILITIES #3400	09/14/20	Janitorial supplies; Credit for freight charge	$19.92
37730	532	GOODWIN FIRE EQUIPMENT, I	09/14/20	DeM & Wh: Annual fire extinguisher inspection and maintenance	$567.50
37731	533	GRAINGER	09/14/20	Disinfectant	$354.78
37732	534	HR SPECIALIST	09/14/20	HR Specialist (acct# 43743204) subscription renewal	$199.00
37733	535	ICC BUSINESS PRODUCTS	09/14/20	Wypall wipes	$41.13
37734	536	INDIANA WASTE SERVICE	09/14/20	DeM & Wh: Trash pick-up September 2020	$147.00
37735	537	JASPER COUNTY HISTORICAL	09/14/20	Vintage Views Issue 30	$10.00
37736	538	MIDWEST COLLABORATIVE F	09/14/20	Digital Literacies Learning Plan - Installment #1	$1,150.00
37737	539	MIDWEST TAPE	09/14/20	AV	$356.37
37738	540	NIMBO IP LLC	09/14/20	Monthly Managed Service- August 2020	$815.00
37739	541	NIPSCO	09/14/20	DeM & Wh: Gas & electric service 7/30-8/31/20	$5,971.23
37740	542	NITCO	09/14/20	DeM: Local phone service- September 2020	$137.53
37741	543	OSBY WATER CONDITIONING	09/14/20	Wh. Water softener chemicals	$150.00
37742	544	PRECISION CONTROL SYSTE	09/14/20	Rens: HVAC repairs	$3,061.97
37743	545	STANLEY STEEMER	09/14/20	DeM: Carpet cleaning	$622.80
37744	546	STAPLES CREDIT PLAN	09/14/20	Wireless touchpad	$149.00
37745	547	STEVE'S SPECIALIZED SERVI	09/14/20	Laundry	$24.00
37746	548	SUNRISE PACKAGING	09/14/20	TV series cases	$582.24
37747	549	TRUGREEN PROCESSING CE	09/14/20	Rens: Insect & Disease Control; Wh: Ornamental Bed Weed Control	$314.68
37748	550	UNIQUE MANAGEMENT SERVI	09/14/20	Collections: Initial/Secondary Placements- July 2020	$80.55
37749	551	VSP INSURANCE CO. (CT)	09/14/20	Vision insurance premiums- September 2020	$202.81
37750	552	ACE HARDWARE	09/14/20	Maintenance supplies	$13.22
37751	553	BETTER CONTAINERS MFG. C	09/14/20	Love My Library bags (replacement for check#37626 written 7/13/20 lost in the mail)	$272.60

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37752	554	CENTURYLINK	09/14/20	Wh: Fax line September 2020	$65.23
37753	555	CITY OF RENSSELAER	09/14/20	Rens: Utilities: 8/6 - 9/9/20	$4,676.15
37754	556	OFFICE DEPOT	09/14/20	Janitorial, office, & library supplies	$386.25
37755	557	PEGGY MICHELIN	09/14/20	Mileage 10/3/19-9/11/20	$19.05
37756	558	QUILL LLC	09/14/20	Office & janitorial supplies	$189.19
37757	559	USA TODAY #8872	09/14/20	Rens & Wh: Newspaper subscriptions Acct# UT4243565 & UT4209466	$677.62
0	560	PAYROLL	09/25/20	PAYROLL	$56,213.74
0	561	ALLIANCE BANK	09/25/20	Direct Deposit Fees - August 2020	$36.60
0	562	CHRISTINA SANDERS	09/25/20	Courier Mileage: 9/1 - 9/15/2020 (Conf # 962)	$356.50
0	563	GREAT-WEST RETIREMENT	09/25/20	Annuity withheld 09/25/20 payroll (Conf #965)	$1,445.00
0	564	INDIANA DEPARTMENT OF RE	09/25/20	State & County Taxes withheld September 2020 Payrolls	$6,670.30
0	565	INPRS fbo PERF	09/25/20	INPRS Contributions 09/25/20 Payroll	$6,838.95
0	566	IRS USA TAXPAYMENT	09/25/20	Federal Withholding, Medicare & FICA withheld 09/25/20 Payroll & Ins. (Acknowledgement # 51072662)	$12,229.91
0	567	SPRINT	09/25/20	Hotspot Data Service 8/12 - 9/11/20 (Conf #963)	$1,169.64
0	568	THE TIMES	09/25/20	WH: Newspaper subscription renewal 9/29/20-9/27/21 Acct# 170-000037838 (CONF #964)	$343.99
0	569	AFLAC	09/25/20	Supplement Insurance September 2020 (Conf #961)	$982.83
0	570	INDIANA DEPT. OF WORKFOR	09/25/20	3rd Quarter 2020 Unemployment Compensation Pymt Conf #7554435	$241.15
0	571	SQUARE, INC	09/30/20	Merchant Processing Fees- September 2020	$10.97
0	572	ALLIANCE BANK	09/30/20	Positive Pay Fee- September 2020	$15.00
				Total Amount of Claims	**$208,776.93**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 07, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $208,776.93

Date this 12th **day of** October **,20**20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$496.11	$7,387.47
DeMotte	$51.24	$2,404.14		
Rensselaer	$324.90	$3,569.79		
Wheatfield	$119.97	$1,413.54		
PHOTOCOPIES:			$690.25	$3,932.95
DeMotte	$283.75	$1,368.60		
Rensselaer	$220.75	$1,745.45		
Wheatfield	$185.75	$818.90		
INTEREST (Checking, Repurchase, CDs):			$52.96	$438.63
TAXES:			$54,115.67	$1,399,277.66
Property Tax	$0.00	$732,942.11		
LOIT	$0.00	$107,421.48		
License Excise Tax	$0.00	$61,210.03		
Financial Institution Tax	$0.00	$2,403.01		
CVET(Commercial Vehicle Excise)	$0.00	$8,260.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$487,041.03		
TAXABLE SALES:-			$5.70	$35.06
REFUNDS:			$1,017.00	$4,035.07
Rebates/Refund	$0.00	$1,634.51		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$1,017.00	$1,750.56		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$56,377.69**	**$1,415,106.84**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$375.00	$13,321.96
DeMotte	$0.00	$2,743.43		
Rensselaer	$40.00	$8,512.97		
Wheatfield	$335.00	$2,065.56		
LIB. IMPROV. RESERVE FUND:			$19.08	$174.19
Interest Earned	$19.08	$174.19		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$259.31	$10,693.38
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$259.31	$10,693.38		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.40	$55.26
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$57,031.48**	**$1,460,735.63**

F5b

WITHHOLDING ACCOUNT FUNDS:			$33,222.56	$299,167.00
FIT Tax Collected	$7,690.51	$69,292.99		
FICA Collected	$8,391.00	$75,617.83		
State Tax Collected	$3,775.85	$33,928.45		
County Tax Collected	$2,894.45	$26,091.21		
INPRS	$3,455.55	$31,051.57		
Deferred Comp Plan	$2,890.00	$25,910.00		
Pre-tax Insurance Plan	$3,728.00	$33,653.04		
Life Insurance	$397.20	$3,598.99		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$90,254.04**	**$1,759,902.63**

F6a

Voucher List

Jasper County Public Library

Report Date: From **10/01/20** *To* **10/12/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	573	PAYROLL	10/09/20	PAYROLL	$56,061.18
0	574	CHRISTINA SANDERS	10/09/20	Courier Mileage: 9/16 - 9/30/2020 (Conf # 967)	$356.50
0	575	GREAT-WEST RETIREMENT	10/09/20	Annuity withheld 10/09/20 payroll (Conf #969)	$1,445.00
0	576	INPRS fbo PERF	10/09/20	INPRS Contributions 10/09/20 Payroll	$6,840.54
0	577	IRS USA TAXPAYMENT	10/09/20	Federal Withholding, Medicare & FICA withheld 10/09/20 Payroll & Ins. (Acknowledgement # 14461739)	$12,166.89
0	578	TOWN OF DEMOTTE	10/09/20	Dem: Sewer & Water : Sept 2020 (Conf #966)	$85.35
0	579	TOWN OF WHEATFIELD	10/09/20	WH: Sewer Service October 2020 (Conf #968)	$77.35
37758	580	4IMPRINT, INC.	10/12/20	1000 Books Before Kindergarten tote bags	$156.43
37759	581	AARON'S LAWN CARE	10/12/20	Mowing & edging	$1,010.00
37760	582	ACE HARDWARE	10/12/20	Lightbulbs, mortar mix 60# quikrete	$22.97
37761	583	ANTHEM BLUE CROSS BLUE	10/12/20	Health insurance premiums- October 2020	$13,629.58
37762	584	ANTHEM LIFE	10/12/20	Life insurance premiums- October 2020	$109.39
37763	585	BOOKPAGE	10/12/20	BookPage subscription- 12 monthly issues	$588.00
37764	586	BUSINESS CARD	10/12/20	Office, janitorial, & library supplies, book, Adobe Acrobat, Zoom Pro	$175.38
37765	587	CENTURYLINK	10/12/20	Rens: Fax line- October 2020	$56.65
37766	588	CULLIGAN WATER CONDITIO	10/12/20	Wh: Water Cooler Rental- October 2020; 5-gallon drinking water- 4	$48.71
37767	589	DELTA DENTAL	10/12/20	Dental insurance premiums- October 2020	$540.26
37768	590	DEMCO	10/12/20	Paper processing labels	$112.52
37769	591	ENA SERVICES LLC	10/12/20	Internet Service- August 2020	$1,782.00
37770	592	GRAINGER	10/12/20	Light bulbs, ballasts	$237.13
37771	593	INDIANA LIBRARY FEDERATIO	10/12/20	2020 Virtual Legislative Fall Forum registrations: P. Stringfellow, R. Gilmore	$65.00
37772	594	INDIANA WASTE SERVICE	10/12/20	DeM & Wh: Trash pick-up October 2020	$147.00
37773	595	JANICE WILMA	10/12/20	Mileage 1/16-2/20/20	$63.25
37774	596	JASPER COUNTY TREASURE	10/12/20	Fall Installment: DeM- Tax bill for ditch & special assessment	$840.00
37775	597	JEFFERSON COUNTY PUBLIC	10/12/20	Lost SRCS item# 232566	$26.95
37776	598	KANKAKEE VALLEY PUBLISHI	10/12/20	Readers Choice Thank You ad	$35.00
37777	599	KAPCO	10/12/20	Library supplies	$86.38
37778	600	KONE, INC.	10/12/20	DeM: Elevator maintenance agreement 10/1-12/31/2020	$469.71
37779	601	KROGER GARDIS & REGAS, L	10/12/20	Legal Assistance- COVID-19 Matters	$390.00
37780	602	MARK WILKINS	10/12/20	Wh: Program Presenter	$200.00
37781	603	NEILE TRAINOR	10/12/20	Mileage 6/19-9/30/20	$65.55
37782	604	NITCO	10/12/20	DeM: Local phone service- October 2020	$137.77
37783	605	NIMBO IP LLC	10/12/20	Monthly Managed Service- September 2020	$815.00
37784	606	NIPSCO	10/12/20	DeM & Wh: Gas & electric service 8/31-9/30/20	$5,288.06
37785	607	PRECISION CONTROL SYSTE	10/12/20	Rens: HVAC Repairs	$2,778.65
37786	608	RAINBOW PRINTING	10/12/20	Digital Access Cards	$791.00
37787	609	RENSSELAER ROTARY CLUB	10/12/20	3rd quarter dues	$52.00
37788	610	ROEING CORPORATION	10/12/20	Tech Maintenance Support - 4th Installment 2020	$6,250.00
37789	611	STAPLES CREDIT PLAN	10/12/20	Copy paper	$124.95
37790	612	STEVE'S SPECIALIZED SERVI	10/12/20	Laundry	$49.00
37791	613	SUNRISE PACKAGING	10/12/20	Audiobook cases	$140.95
37792	614	TODAY'S BUSINESS SOLUTIO	10/12/20	PrinterOn agreement web print renewal, 11/4/20-11/3/21	$1,485.00
37793	615	TRUGREEN PROCESSING CE	10/12/20	Lawn fertilization	$263.55
37794	616	ULINE	10/12/20	DVD cases	$171.44
37795	617	VSP INSURANCE CO. (CT)	10/12/20	Vision insurance premiums- October 2020	$190.88

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37796	618	WAL-MART COMMUNITY/SYN	10/12/20	Janitorial supplies	$34.88
37797	619	BAKER & TAYLOR	10/12/20	Books, Continuations, AV, Auto. Yours	$7,392.30
37798	620	BAKER & TAYLOR ENTERTAIN	10/12/20	AV	$906.99
37799	621	HAMSTRA BUILDERS, INC.	10/12/20	Wh: Roof inspection & repairs	$371.00
37800	622	KAUFMAN SEAL COATING LLC	10/12/20	Rens: Seal coat & stripe parking lot	$2,700.00
37801	623	MIDWEST TAPE	10/12/20	AV	$682.03
37802	624	OFFICE DEPOT	10/12/20	Janitorial, office, & library supplies	$386.02
37803	625	POSTMASTER	10/12/20	Stamps, pre-stamped postcards	$239.70
37804	626	QUILL LLC	10/12/20	Office, janitorial, & library supplies	$274.67
37805	627	RELIABLE EXTERMINATORS, I	10/12/20	Rens: Exterior Treatment	$152.00
37806	628	UNIQUE MANAGEMENT SERVI	10/12/20	Collections: Initial/Secondary Placements- September 2020	$17.90
				Total Amount of Claims	**$129,586.41**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 12, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $129,586.41

Date this 12th **day of** October **,20** 20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

NOV.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 9, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of October Board Meeting	
Bills/Financial Reports	
Policy Review (R 10)	
General Business	
Technical Services Librarian & Systems Administrator Annual Reports (R 67)	Information
Health & Life Insurance Renewal (R 67)	Action
Dental & Vision Insurance Renewal (R 67)	Action
2021 Slate of Officers (R 68)	Information
Year-End Board Meeting (R 68)	Information
Director's Report (R 67-R 71)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **October 12, 2020**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janet Umlauf, Mark Heinig, Kevin Kaluf, Janelle Harper, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent: Natalie Waling, Julie Davidson

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Computer Use Policy revisions, Reference Policy review, ADA Policy review, Video Surveillance Policy review, Library Staff Privilege Policy revisions, and adoption of the Fine Free Library Policy were approved as presented on a motion by M. Heinig, seconded by J. Umlauf. Motion passed.

Budget 2021 Adoption: The 2021 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund $2,700,757; Rainy Day Fund $832,054. The 2021 budget was adopted as advertised with a motion by J. Harper, seconded by K. Housman. Motion was unanimously passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by K. Housman. Motion passed.

Permission to De-Select – CD ROM Software: We recommend that we remove CD ROM Software from our list of materials available at our library. All libraries have some software on shelf, but they no longer circulate. If the Board approves de-selection, remaining software will be removed from library shelves. M. Heinig moved to approve the de-selection of CD ROM software from the list of materials available at the library, seconded by J. Harper. Motion passed.

2021 Slate of Officers: The nominating committee, J. Davidson (chairperson), N. Waling, and K. Housman, will present a slate of officers for 2021 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: P. Stringfellow reported last month that we applied for and were awarded $1400 in CARES Act grant funding provided by the Institute of Museum and Library Services through the Indiana State Library to cover pandemic-related expenses. Our expenses totaled $2417 which left $1017 unfunded. P. Stringfellow contacted the Jasper Newton Foundation and requested $1017 from their COVID-19 Relief Fund. The request was approved and funds were awarded. We have received checks from both the Indiana State Library and the Jasper Newton Foundation, and all revenue has been receipted back into our operating fund. We received notification from the Indiana State Library that the Indiana Library & Historical Board found Jasper County Public Library to be in compliance with the Public Library Standards for 2019. Our architect, Harry Mohler, has filed the Roof Warranty claim with CertainTeed in regard to the granule loss discovered at Rensselaer Library. We've received an acknowledgement from CertainTeed via email. There are additional forms to fill out and Harry plans to send a sample of the granules and a shingle. We hope CertainTeed will send a representative out to look at the roof. Harry is fine tuning the drawings and specs for the DeMotte Parking Lot Project. He will try to meet with the DeMotte town engineer before bringing information to the November board meeting. P. Stringfellow will contact our attorney, Ed Dumas, to help with the bidding process. The Library moved to Phase 5 of our COVID-19 Plan of Action Phased Reopening on October 8, 2020, and we are pleased to provide greater access to our libraries.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:25 PM, seconded by J. Umlauf.

Kristie Housman

Kristie Housman, Secretary

Attest: Kevin Kaluf, President

CIRCULATION BY HOLDINGS CODE
September-October 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	58	1	1	60
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	47	14	1	62
Blu-Ray (DBR)	197	8	1	206
Books on CD (DBKCD)	123	13	4	140
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	36	13	4	53
Digital Audiobooks (DDA)	40	3	4	47
DVD (DDVD)	2274	156	118	2548
Equipment (DEQP)	59	0	0	59
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	692	38	26	756
Fiction Fantasy (DFICF)	9	1	3	13
Fiction Inspirational (DFICI)	208	6	2	216
Fiction Mystery (DFICM)	123	25	15	163
Fiction New (DFICNEW)	748	37	34	819
Fiction Science Fiction (DFICSF)	15	0	0	15
Fiction Western (DFICW)	2	0	1	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	31	2	7	40
Hanging Bags (DHANG)	18	1	0	19
Hotspots (DWIFI)	2	39	8	49
ILL (DILL)	52	0	1	53
Internet (DINTER)	921	0	0	921
Juv. Audio book (DJAUDB)	36	1	6	43
Juv. Biography (DJBIO)	28	4	2	34
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	55	1	0	56
Juv. Digital Device (DJDDP)	4	0	0	4
Juvenile Easy (DJE)	1358	52	102	1512
Juv. Easy Non-fiction (DJENF)	123	7	15	145
Juv. Easy Reader (DJER)	736	18	5	759
Juv. Easy Reader NF (DJERN)	11	0	0	11
Juv. Fiction (DJFIC)	950	34	39	1023
Juv. Graphic Novel (DJGN)	152	10	14	176
Juv. Holiday books (DJHOL)	185	4	11	200
Juv. Launchpads (DPTAB)	5	1		6
Juv. Magazine (DJMAG)	49	0	0	49
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	421	54	37	512
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	293	5	13	311
Large Print Fiction (DLPF)	158	19	10	187
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	203	11	4	218
Large Print Nonfic (DLPNF)	9	5	0	14
Large Print Western (DLPW)	45	0	0	45
Magazine (DMAG)	593	3	9	605
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	1	0	2
Nonfiction 100 (DNF100)	18	6	2	26
Nonfiction 200 (DNF200)	23	3	0	26
Nonfiction 300 (DNF300)	74	13	1	88
Nonfiction 400 (DNF400)	7	0	2	9
Nonfiction 500 (DNF500)	18	1	8	27
Nonfiction 600 (DNF600)	163	13	15	191
Nonfiction 700 (DNF700)	14	6	8	28
Nonfiction 800 (DNF800)	22	4	10	36
Nonfiction 900 (DNF900)	69	4	2	75
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	44	5	5	54
Nonfiction (DNFIC)	4	4	3	11
Nonfiction New (DNFNEW)	214	10	21	245
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	14	0	0	14
Software (DSWAR)	2	0	0	2
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	128	0	131
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	9	2	2	13
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	1	2
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	125	13	15	153
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	20	2	1	23
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	7	0	0	7

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	9	38	4	51
Blu-Ray (RBR)	53	504	3	560
Books on CD (RBKCD)	11	98	11	120
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	9	106	2	117
Digital Audiobooks (RDA)	0	15	0	15
DVD (RDVD)	241	2891	160	3292
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	66	734	37	837
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	66	517	39	622
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	19	82	8	109
Hanging Bag (RHANG)	1	3	1	5
Hotspots (RWIFI)	2	39	12	53
ILL (RILL)	1	47	1	49
Internet (RINTER)	0	360	0	360
Juv. Audio book (RJAUDB)	0	11	3	14
Juv. Biography (RJBIO)	10	27	3	40
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	8	0	8
Juv. Digital Device (RJDDP)	1	13	0	14
Juvenile Easy (RJE)	129	750	112	991
Juv. Easy Non-fiction (RJENF)	10	94	9	113
Juv. Easy Reader (RJER)	104	433	12	549
Juv. Easy Reader NF (RJERN)	27	47	2	76
Juv. Fiction (RJFIC)	78	477	31	586
Juv. Graphic Novel (RJGN)	15	101	13	129
Juv. Launchpads (RPTAB)		9		9
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	65	284	27	376
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	8	160	17	185
Large Print Fiction (RLPF)	9	283	5	297
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	12	154	1	167
Large Print Nonfic (RLPNF)	0	14	0	14
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	328	0	331
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	3	18	0	21

Non-Fiction 200 (RNF200)	5	35	3	43
Non-Fiction 300 (RNF300)	8	66	4	78
Non-Fiction 400 (RNF400)	2	5	0	7
Non-Fiction 500 (RNF500)	4	21	7	32
Non-Fiction 600 (RNF600)	53	140	42	235
Non-Fiction 700 (RNF700)	4	53	9	66
Non-Fiction 800 (RNF800)	3	9	1	13
Non-Fiction 900 (RNF900)	7	24	4	35
Nonfiction Blu-Ray (RNFBR)	8	11	0	19
Nonfiction DVD (RNFDVD)	17	138	3	158
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	62	230	17	309
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	0	0	1
Playaway View (RVIEW)	0	3	0	3
Professional Coll. (RPRO)	0	10	0	10
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	3	0	4
Software (RSWAR)	0	2	0	2
SRCS (SRCS) DeMotte	101	5	7	113
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	11	7	64	82
STEAM Kits (RSTEAM)	2	3	1	6
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	14	0	14
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	107	9	123
YA Music CD (RYACD)	4	23	0	27
YA Nonfiction (RYANF)	2	15	2	19
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	7	23	34
Blu-Ray (WBR)	33	24	263	320
Books on CD (WBKCD)	10	15	148	173
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	21	58	83
Digital Audiobooks (WDA)	4	0	16	20
DVD (WDVD)	147	107	1843	2097
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	55	39	379	473
Fiction Fantasy (WFICF)	6	2	16	24
Fiction Inspirational (WFICI)	15	2	79	96
Fiction Mystery (WFICM)	10	12	93	115

Fiction New (WFICNEW)	36	34	300	370
Fiction Science Fiction (WFICSF)	1	0	6	7
Fiction Western (WFICW)	1	0	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	10	2	65	77
Hanging Bags (WHANG)	7	2	25	34
Hotspots (WWIFI)	1	40	10	51
ILL (WILL)	3	3	23	29
Internet (WINTER)	0	0	232	232
Juv. Audio book (WJAUDB)	5	2	53	60
Juv. Biography (WJBIO)	6	0	20	26
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	10	11
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	130	21	842	993
Juv. Easy Non-fiction (WJENF)	5	8	131	144
Juv. Easy Reader (WJER)	44	4	350	398
Juv. Easy Reader NF (WJERN)	0	0	6	6
Juv. Fiction (WJFIC)	126	44	663	833
Juv. Graphic Novel (WJGN)	9	4	96	109
Juv. Launchpads (WPTAB)		5	10	15
Juv. Magazine (WJMAG)	16	0	69	85
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	62	23	414	499
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	14	4	297	315
Large Print Fiction (WLPF)	13	18	118	149
Large Print Inspirational (WLPI)	2	0	8	10
Large Print Mystery (WLPM)	2	1	7	10
Large Print New (WLPN)	4	15	172	191
Large Print Nonfic (WLPNF)	1	7	17	25
Large Print Western (WLPW)	0	0	9	9
Magazine (WMAG)	15	0	493	508
Non-Fiction 000 (WNF000)	0	0	6	6
Non-Fiction 100 (WNF100)	4	2	9	15
Non-Fiction 200 (WNF200)	5	0	12	17
Non-Fiction 300 (WNF300)	3	4	30	37
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	3	1	20	24
Non-Fiction 600 (WNF600)	26	10	101	137
Non-Fiction 700 (WNF700)	3	0	48	51
Non-Fiction 800 (WNF800)	0	0	8	8
Non-Fiction 900 (WNF900)	8	1	46	55
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	15	77	97
Nonfiction (WNFIC)	2	0	0	2
Nonfiction New (WNFNEW)	31	11	89	131
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	7	7
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	1	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	8	8
Vertical file (WVF)	0	0	5	5
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	2	1	5	8
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	28	13	212	253
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	5	11	16
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	1	1
TOTAL	14111	10919	9344	34374

CIRCULATION BY HOLDINGS CODE
September-October 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	58	1	1	60
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	60	59	28	147
Blu-Ray (BR)	293	547	267	1107
Books on CD (BKCD)	144	126	163	433
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	49	140	64	253
Digital Audiobooks (DA)	44	18	20	82
DVD (DVD)	2662	3154	2121	7937
Equipment (EQP)	59	6	0	65
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	813	811	442	2066
Fiction Fantasy (FICF)	15	3	19	37
Fiction Inspirational (FICI)	223	8	81	312
Fiction Mystery (FICM)	133	37	108	278
Fiction New (FICNEW)	850	588	373	1811
Fiction Science Fiction (FICSF)	16	0	6	22
Fiction Western (FICW)	3	0	4	7

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	60	86	80	226
Hanging Bags (HANG)	26	6	26	58
Hotspots (WIFI)	5	118	30	153
ILL (ILL)	56	50	25	131
Internet (INTR)	921	360	232	1513
Juv. Audio book (JAUDB)	41	14	62	117
Juv. Biography (JBIO)	44	31	25	100
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	56	9	10	75
Juv. Digital Device (JDDP)	5	13	0	18
Juvenile Easy (JE)	1617	823	1056	3496
Juv. Easy Non-Fiction (JENF)	138	**109**	155	402
Juv. Easy Reader (JER)	884	455	367	1706
Juv. Easy Reader NF (JERN)	38	47	8	93
Juv. Fiction (JFIC)	1154	555	733	2442
Juv. Graphic Novel (JGN)	176	115	113	404
Juv. Holiday (JHOL)	185	4	11	200
Juv. Launchpads (PTAB)	5	15	10	30
Juv. Magazine (JMAG)	65	8	69	142
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	548	361	478	1387
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	0	0	2
Juv. Toddler (JTOD)	315	169	327	811
Large Print Fiction (LPF)	180	320	133	633
Large Print Inspirational (LPI)	2	0	8	10
Large Print Mystery (LPM)	2	1	7	10
Large Print New (LPN)	219	180	177	576
Large Print Nonfic (LPNF)	10	26	17	53
Large Print Western (LPW)	45	0	9	54
Magazine (MAG)	611	331	502	1444
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	4	6	11
Non-Fiction 100 (NF100)	25	26	11	62
Non-Fiction 200 (NF200)	33	38	15	86
Non-Fiction 300 (NF300)	85	83	35	203
Non-Fiction 400 (NF400)	9	5	3	17
Non-Fiction 500 (NF500)	25	23	35	83
Non-Fiction 600 (NF600)	242	163	158	563
Non-Fiction 700 (NF700)	21	59	65	145
Non-Fiction 800 (NF800)	25	13	19	57
Non-Fiction 900 (NF900)	84	29	52	165
Non-Fiction Blu-Ray (NFBR)	10	11	0	21
Non-Fiction DVD (NFDVD)	66	158	85	309
Nonfiction (NFIC)	6	4	3	13
Nonfiction New (NFNEW)	307	251	127	685
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	0	0	4
Professional Coll. (PROF)	0	10	0	10

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	3	3	7	13
Reference (REF)	35	20	57	112
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	16	3	1	20
Software (SWAR)	2	2	0	4
SRCS (SRCS) DeMotte	101	5	7	113
SRCS (From other libraries III-SRC	3	128	0	131
SRCS (SRCSW) Wheatfield	11	7	64	82
STEAM Kits (STEAM)	11	5	11	27
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	3	15	6	24
YA Biography (YAB)	3	0	1	4
YA Books on CD (YABKCD)	2	1	5	8
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	160	133	236	529
YA Music CD (YACD)	4	23	0	27
YA Nonfiction (YANF)	22	22	14	58
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	7	2	1	10
				0
Free reads	230	206	93	529
Games/Puzzles	0	0	0	0
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	14388	11156	9484	35028

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2738	2156	1461	6355
Nonfiction	1044	866	657	2567
CHILDREN'S BOOKS				
Fiction	4242	2165	2605	9012
Nonfiction	917	505	669	2091
YA BOOKS				
Fiction	220	219	316	755
Nonfiction	25	22	15	62
Preloaded Dig Dev, Child	5	15	10	30
Magazines, Adult	611	331	0	942
Magazines, Children	65	8	69	142
Sound Recordings, adult	242	300	258	800
Sound Recordings, ch	127	52	98	277
Online databases	0	0	0	0
Software	2	2	0	4
SRCS	115	140	71	326
STEAM Kits	11	5	11	27

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	3034	3873	2480	9387
Equipment	64	124	30	218
Total	13462	10783	8750	32995
A-V Circulation	3405	4227	2836	10468
A-V Circulation as % of total	25.3%	39.2%	32.4%	31.7%

CIRCULATION STATISTICS

September - October 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	134	3	**2,738**	126	110	**2,156**	108	0	**1,461**	**6,355**
Nonfiction	112	13	**1,044**	83	339	**866**	54	83	**657**	**2,567**
CHILDREN'S BKS										
Fiction	81	2	**4,242**	133	413	**2,165**	74	43	**2,605**	**9,012**
Nonfiction	23	4	**917**	26	48	**505**	14	2	**669**	**2,091**
YA BOOKS										
Fiction	16	71	**220**	21	125	**219**	26	2	**316**	**755**
Nonfiction	5	0	**25**	3	46	**22**	1	0	**15**	**62**
Preloaded Dig Dev	0	0	**5**	0	0	**15**	0	0	**10**	**30**
Magazines,Adult	0	0	**611**	0	0	**331**	0	0	**0**	**942**
Magazines, Child	0	0	**65**	0	0	**8**	0	0	**69**	**142**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	12	145	**242**	17	4	**300**	18	1	**258**	**800**
Sound Rec/Child	0	0	**127**	0	258	**52**	6	11	**98**	**277**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**2**	0	0	**2**	0	0	**0**	**4**
SRCS	0	0	**115**	0	0	**140**	0	0	**71**	**326**
STEAM Kits	0	0	**11**	0	0	**5**	0	0	**11**	**27**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	34	1	**3,034**	56	0	**3,873**	29	94	**2,480**	**9,387**
Equipment	0	0	**64**	0	0	**124**	0		**30**	**218**
TOTAL	417	239	**13,462**	465	1343	**10,783**	330	236	**8,750**	**32,995**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,422	76,131	61,175
Circulation Increase/Decrease	**61.9%**	**42.2%**	**58.3%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	21,422	32,995	54.0%
Jan. to date circulation	207,831	127,999	-38.4%

R 3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,993	24,124	16,093	16,109	16,705	16,813	**Fiction**
19,892	19,991	19,450	19,194	8,213	8,184	**Nonfiction**
						CHILDREN'S BKS
15,527	15,606	14,268	13,988	13,469	13,500	**Fiction**
9,320	9,339	6,253	6,231	6,553	6,565	**Nonfiction**
						YA BOOKS
2,441	2,386	3,349	3,245	3,499	3,523	**Fiction**
630	635	408	365	154	155	**Nonfiction**
3	3	0	0	5	5	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,143	4,010	675	688	4,630	4,647	**Sound Rec/Adult**
644	644	4,409	4,151	909	904	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	14	14	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,345	7,378	11,297	11,353	6,845	6,780	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,244	84,422	77,009	76,131	61,081	61,175	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

September - October 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	608	132	713	154	708	153	2029	440
LOCAL HISTORY								
In person	11	3	23	7	0	0	34	10
Letters written	15	15	31	31	0	0	46	46
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	921	38	360	15	232	10	1513	63
Internet use-Wireless	1645		1859		946		4450	
VCR Use	0	0	0	0	0	0	0	0
Microforms	16	2	68	9	0	0	84	11
Public FAX24	51		38		62		151	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	17	6	0	0	17	6
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	149		23		4		176	
Outreach activities	38	38	8	5	0	0	46	31
Meeting Room Use (no. of group	0	0	0	0	2	1	2	1
Study room use	6	1	5	0	7	1	18	2
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	3	0	0	0	3	0
Pull Requests	82	82	0	0	2	2	84	504
E-books downloaded							4998	
IN-HOUSE USE ITEMS	246		191		157		594	
SELF-CHECKOUT USE	18		324		81		423	
INTERLIBRARY LOANS								
Requests made for:							137	34
Items rec'd for:							112	56
Items requested by other librarie							216	
Items supplied to other libraries							216	108

REGISTRATIONS

Total Borrowers	7291	11054	4536	22881
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	265	456	120	841
Number of New Patrons Added	51	43	44	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	1	6	0	0	1	6	2	12

Children's Programs (0-13)	2	12	6	36	10	60	18	108
Number attending	23		35		486		544	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	1		0		1		2	
Adult Programs	1	6	1	6	1	6	3	18
Number attending	17		17		49		83	
Senior Citizen Programs	0	0	0	0	1	6	1	6
Number attending	3		6		9		18	
Total Number of Programs	**4**	24	**7**	42	**13**	78	**24**	144
Total Persons Attending	**44**		**58**		**545**		**647**	
Total Attending Same Month Last Yr.	1345		402		820		2567	
Total Staff Hours Spent		335		270		244	849	1454
Total Number of In-House Prograr	**4**		**7**		**3**		**14**	
Total Attendance	**44**		**58**		**30**		**132**	
Total Number of Outreach Progran	**0**		**0**		**10**		**10**	
Total Attendance	**0**		**0**		**515**		**515**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	9910	73.8%	7420	68.9%	6162	66.9%	23492	70.4%
Corporate	4	0.0%	0	0.0%	0	0.0%	4	0.0%
Juvenile 0-11	75	0.6%	239	2.2%	102	1.1%	416	1.2%
Juvenile-AV	1029	7.7%	665	6.2%	1278	13.9%	2972	8.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	123	0.9%	240	2.2%	208	2.3%	571	1.7%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	7	0.1%	3	0.0%	1	0.0%	11	0.0%
Reciprocal YA	0	0.0%	4	0.0%	0	0.0%	4	0.0%
Reciprocal YA AV	0	0.0%	5	0.0%	0	0.0%	5	0.0%
School	0	0.0%	40	0.4%	0	0.0%	40	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	220	2.0%	0	0.0%	220	0.7%
Staff	1789	13.3%	1601	14.9%	1179	12.8%	4569	13.7%
Walking books	119	0.9%	59	0.5%	54	0.6%	232	0.7%
YA 12-17	6	0.0%	8	0.1%	2	0.0%	16	2.5%
YA-AV	358	2.7%	259	2.4%	219	2.4%	836	2.5%
Total	13420		10765		9205		33390	
All items borrowed by nonresidents	130	1.0%	294	2.7%	209	2.3%	633	1.9%

R10

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required).* Exceptions are made for tutors; see Study Room Policy.

The individual reserving and assuming responsibility for the room must be at least 18 years old and a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, sternocups, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is $50.00 plus applicable taxes due after the room has been used. A $100 security deposit is required, payable by cash or check on the day the room will be used or at time key is picked up. The security deposit is forfeited if the room is not left in good condition or if rental payment is not made within two business days.

Smoking and Drinking

Smoking in any form, including e-smoking is prohibited. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; revised 11/20

R14

Jasper County Public Library

Interlibrary Loan Policy

If patrons wish to borrow materials that are not owned by and/or not available through Jasper County Public Library, materials may be requested through Indiana Statewide Remote Circulation System (SRCS). If items are not available through SRCS, then the library will order the item in consideration of the library's Selection Policy.

Because the library is limited in regard to how many free annual requests may be made through INShare and because the fees to borrow through INShare may not be charged to patrons, only highly specialized, obscure, foreign language, out of print materials, ~~and~~ book discussion materials or items that cannot be acquired will be requested through INShare. Only residents of ~~Jasper County~~, ~~excluding Carpenter Township~~ and persons owning property in Jasper County, excluding Carpenter Township, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

The lending library determines the fees that patrons will pay for lost or damaged ILL items. ~~or ILL items returned damaged~~. ~~Overdue fees will be charged as required by the Circulation Policy.~~

Jasper County Public Library will not lend the following items through interlibrary loan: genealogy/local history materials, bar-coded ILL, eBooks, reference materials, new/high demand items, professional collection materials, vertical file items, textbooks, Playaways, Playaway Views, hotspots, Launch Pads, ~~STEM~~ STEAM kits and equipment.

Adopted June 2017; revised 11/20

R16

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when ~~overdue fines have accumulated to over~~ account balance exceeds $5.00, or they have an overdue hotspot, or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are long overdue or damaged.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

~~Circulating computer software:~~	~~3 weeks~~
Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Launchpads/STEAM kits	1 week
Newspapers	1 week
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for five additional loan periods except for Hotspots. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with five three–week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
~~Circulating computer software:~~	~~no limit per borrower's card.~~
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per adult card
Launchpads/STEAM kits	1 per card
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	~~Adult/YA Items:~~	~~$.10 per day per item~~
	~~Juvenile items~~	~~$.05 per day per item~~
	~~Blu-ray/DVDs:~~	~~$1.00 per day per item~~
	Hotspot	$5.00 per day per item
	~~Interlibrary Loan Items~~	~~$.10 per day per item (InShare/SRCS)~~
	~~Vertical file:~~	~~$.10 per vertical file heading per day (up to $1.00 per heading)~~
Overdue materials referred to collection agency:		$10.00 per borrower plus overdue fines/fees

The lending library determines the fees that patrons will pay for lost or damaged ILL items. ~~or ILL items returned damaged.~~

Equipment Loans:	$2.00 per day; $10.00 deposit (exception-LCD projector $10/day with $100 deposit) refunded when material is returned undamaged
Lost Book	Original retail cost of item plus $5.00 processing fee
Transparent Language	Original retail cost of item plus $10.00 processing fee
Lost audiobook/Playaway/Playaway Views:	Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets:	$1.00 per item plus $1.00 processing fee
~~Lost or damaged computer software:~~	~~Original retail cost of item plus $10.00 processing fee~~
~~Lost or damaged computer software user's guide,notebook:~~	~~$5.00 for first item, $10 for more than 1 item~~
Lost or damaged magazine:	$5.00 plus $3.00 processing fee
Other lost or damaged materials:	Original retail cost of item plus $5.00 processing fee.
Lost or damaged Hotspot:	Original retail cost of item plus $10 processing fee
Lost or damaged Launchpad/STEAM Kit/Wonderbook:	Original cost of item plus $5 processing fee

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy. Instead the Business Manager will provide each library a current price list for equipment and peripherals that is based upon cost to the library.

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00 all hardback books, Blu-ray/DVDs, CDs
$8.00 all paperbacks
$1.00 all vertical file items, newspapers
~~$25.00 computer software~~

Lost or damaged borrower's card:	$2.00
Photocopy Fees:	5 cents per side (black/white) 20 cents per side (color)

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from ~~OPAC~~ online catalog is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds
DVD + R Writeable DVD

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

R20

Criminal History Policy

Criminal history background checks are required for all prospective library employees 18 years of age or older prior to performing any work on behalf of the library.

Adopted November 9, 2020

R67

Director's Report
October 2020

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review in November: Meeting Room Policy, Interlibrary Loan Policy, and Circulation Policy. We recommend some revisions for each policy. Please see R10, R14, and R 16. In each policy the revisions are intended to further clarify points for staff and patrons or to align policy language with other library policies that have already been revised or adopted (such as Fine Free). In our Circulation Policy we have added/deleted material types that have been selected or deselected from our holdings with board approval already. No new major shifts in service are represented. We are simply updating language to aid in understanding or to align with other work we have done. I am also bringing a new policy to your attention – Criminal History Policy. Please see R20 This policy is required by Indiana Law and must be in place no later than 12/31/20. There is no requirement for how we handle criminal history checks, just that we have a board adopted policy that states how we do it. The attached policy simply states our process. The process we follow is at the advice of our employment law attorney. **If you approve the Consent Agenda items, you will approve revising the Meeting Room Policy, Interlibrary Loan Policy, and Circulation Policy as presented and adopting the new Criminal History Policy as presented.**

General Business:

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Broussard will present their annual reports at the November Board meeting.

Health & Life Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 10% increase in health insurance costs for our 2021 budget. The cost for our current health insurance plan has gone up 0.2%. Coverage did not change. Rates for life insurance increased slightly (15 cents per employee per month). We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance. A board vote is required.

Dental and Vision Insurance Renewal: These are on a rate hold this year. Coverage and cost remain the same. We recommend that you approve our continuing with our current plans for dental and vision insurance. A board vote is required.

2021 Slate of Officers: The Nominating Committee will present a slate of officers for 2021. Elections will be held at the December Board meeting.

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Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Tuesday, December 29, 2020. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

Regarding the DeMotte Parking Lot project. Harry has sent drawings to Kim Kendrick, head of the DeMotte Building Department, and as of the writing of this report is awaiting a phone conversation with Kim to discuss them. Harry will provide minutes of that meeting for me, so I may have more information to share at our November 9 meeting. The earliest that Harry will bring anything to the board for action will be our December board meeting. Once we know we are good to go with the Town of DeMotte we will need to speak with Ed Dumas in regard to our process for going out for bid/quotes. I look to Ed to guide our efforts in that area.

We have submitted our claim to CertainTeed in regard to the Rensselaer roof. Nothing new to report on that just yet.

In this unprecedented time we cannot have our annual Christmas parties as we have previously. Normally staff have a two-hour party with one hour of the party being paid time as approved by the board years ago and the other hour being the staff member's personal time. In lieu of that this year I am allowing staff to come in one hour late or leave one hour early or take a one-hour lunch (with pay) in the month of December to be noted on their timesheet. This seems to be in the spirit of the board's generosity and appropriate for this season when we simply cannot gather. This news was met with great appreciation by our Management Team. It is a simple way to bolster staff morale, and I do hope that all staff find some joy in this creative administration of the board's generosity.

I was invited to a virtual workshop with other community leaders, Resilience Coalition – Franciscan Health, coordinated by Katie Schmidt, Community Health Improvement Coordinator. Franciscan seeks to build community resilience to prevent/reduce disease and to foster collaboration to building stronger communities. We have met once with plans to meet again in November. I am networking with a few new people and find this initiative very much in step with our emphasis on community engagement.

Sheila shared some interesting Google stats with me. In September nearly 4000 people found us on Google with 86 calling us, 43 asking for directions and 98 visiting our website. We currently have a five-star rating on Google. We will take it.

Our Summer Reading theme for 2021 will be "Tails & Tales".

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count is normally included in your November packet. I have not yet collated the data, but when it is complete I will distribute to staff and board.

System Administrator News

Sheila reports, "TLCU's online conference was a nightmare for staff and Sys Admin department. Streaming video wouldn't work. Chris and I troubleshot and Becky contacted TLC via chat. TLC said that participants should be viewing from home and on non-work device and internet, which was not a reasonable request of all attendees and wasn't known until the day of the conference. Kim H. figured out how to participate using her personal iPad and a wireless hotspot on the first day. Day 2, Chris and I had Mary working somewhat (audio would start to cut out and she had to refresh her video each time). Kim set Becky and Linda up with iPads, VPNs, and our wireless network. Debbie and Evie went home to participate. We will send a note to TLC of our very unhappy experience with TLCU this year."

Technical Services News

Becky reports "I took part in the TLCU 2020 Virtual Conference. Day 1 was mostly fraught with frustration, since we had difficulty accessing the conference. The In the Loop platform was not friendly with our firewall, and security settings. Luckily, I was able to see some of it on my phone. On Tuesday, I brought my iPad and was able to set up a VIN (Thank you Kim Hunter!), and was fine from then on. This seems to have been poor planning on the part of TLC; if they thought we were all attending from home, they were wrong. Several other libraries had the same problems we did. It is a shame, because there were some interesting discussions and sessions that I was not able to attend. The good news is that we have access to the platform until May of 2021, and all sessions were recorded."

DeMotte Library News

Debbie reports, "OUTDOOR MOVIE night was a huge success. We showed The Addams Family on a large 20X16 outdoor blow up screen. We social distanced in the grass to the south side of the building. It was a nice night and all the families commented that they had a great time together. Halloween fun. Rosie Revere is a book in our children's collection and on our shelf. Karla dressed as her for Halloween. All the DeMotte staff dressed for Halloween fun. A patron asked Karla who she was – Karla told him about the book. The patron then asked Karla to read the book to him – and she did (with social distance). So FUN!!"

Rensselaer Library News

Linda reports, "Cliff Havens presented Zoom Medicare 101 sessions- with minimal attendance from Rensselaer patrons. We have Sandy LaNoue, a SHIP volunteer using our computer room (which we made available early) to assist our senior community evaluate their Medicare supplement plans. Linda created our first Adult Take and Make craft; the 30 kits where all gone within 4 days of being

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available! Linda is beginning to work on one for the winter season. The men's book discussion continues to meet through Zoom, the 4th Thursday Book club met once again on the side yard. It was a lovely day."

Wheatfield Library News

Evie reports, "We have begun offering a couple of book discussions again – both Carolynn and Evie host book discussions. Attendance at Carolynn's has been pretty good, but Evie's normal participants are still hesitant about coming out. Carolynn and Evie both also participated in TLCU virtually, which provided some good insight into the ILS we use."

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
October 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$182,733.23**	$1,857,981.67	**$126,591.88**	$1,541,698.72	**$490,455.72**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$2,121.97	$11,273.94	$550.00	$13,871.96	**$20,355.11**
DeMotte	$6,929.99	**$52.14**	$2,384.67	**$450.00**	$3,193.43	**$7,738.75**
Rensselaer	$8,077.28	**$1,817.68**	$6,547.97	**$100.00**	$8,612.97	**$10,142.28**
Wheatfield	$2,749.82	**$252.15**	$2,341.30	**$0.00**	$2,065.56	**$2,474.08**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$19.08**	$193.27	**$232,193.74**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$0.00**	$12,128.73	**$211.84**	$10,905.22	**$2,277,998.00**
Includes Investments of: **$2,107,213.35**						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$14,936.71	**$0.00**	$21,384.00	**$6,447.29**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$0.40**	$55.66	**$78.67**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$1,400.00**	$1,400.00	**$1,400.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,628.31**	$76,921.30	**$7,628.31**	$76,921.30	**$0.00**
FICA Tax Collected	$0.00	**$8,388.12**	$84,005.95	**$8,388.12**	$84,005.95	**$0.00**
State Tax Collected	$0.00	**$3,778.70**	$37,707.15	**$3,778.70**	$37,707.15	**$0.00**
County Tax Collected	$0.00	**$2,898.05**	$28,989.26	**$2,898.05**	$28,989.26	**$0.00**
INPRS	$0.00	**$3,455.49**	$34,507.06	**$3,455.49**	$34,507.06	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$28,800.00	**$2,890.00**	$28,800.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,728.03**	$37,381.05	**$3,728.00**	$37,381.04	**($0.01)**
Life Insurance	$0.00	**$397.22**	$3,996.03	**$397.20**	$3,996.19	**$0.16**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$219,801.12**	**$2,228,819.53**	**$161,937.07**	**$1,921,839.70**	**$3,032,341.58**

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Bank Balances

Jasper County Public Library

Report as of: **10/31/20**

	Bank	
1	Alliance Bank	$924,858.23
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,213.35
	Total all banks =	**$3,032,341.58**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20
								$443.75	Jul-20
								$356.65	Aug-20
								$245.28	Sep-20
								$197.80	Oct-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$10,760.98**

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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **10/01/20** *To* **10/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$66,203.80	$13,356.20	16.8
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$98,376.65	$983,292.05	$205,159.95	17.3
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,524.57	$77,253.57	$19,398.43	20.1
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,388.12	$84,005.95	$20,391.05	19.5
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$2,448.33	$55.67	2.2
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,180.55	$101,745.48	$19,983.52	16.4
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,327.69	$112,961.59	$48,414.41	30.0
Subtotal	*$1,754,670.00*		$1,754,670.00	$142,427.58	$1,427,910.77	$326,759.23	18.6
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$385.67	$3,717.05	$4,282.95	53.5
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$411.79	$4,441.26	$2,058.74	31.7
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$250.21	$3,516.71	$2,483.29	41.4
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$15.98	$112.81	$1,887.19	94.4
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$624.86	$4,826.76	$11,373.24	70.2
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$1,688.51	$17,082.59	$24,617.41	59.0
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$390.00	$5,230.00	($230.00)	-4.6
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$49.00	$2,315.60	$4,384.40	65.4
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$69.99	$16,711.61	$2,288.39	12.0
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$15,000.00	$16,500.00	52.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,074.66	$11,182.07	($682.07)	-6.5
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$239.70	$412.33	$1,587.67	79.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$841.80	$7,387.19	$12,612.81	63.1
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$65.00	$2,077.43	$8,922.57	81.1
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$73.18	$668.97	$1,131.03	62.8
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,169.64	$11,175.09	$74,144.91	86.9
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$35.00	$294.84	$505.16	63.1
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51 GAS	$25,000.00	$0.00	$25,000.00	$825.31	$10,410.56	$14,589.44	58.4
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$8,023.24	$72,512.10	$37,487.90	34.1
3.53 WATER	$4,000.00	$0.00	$4,000.00	$222.35	$2,286.61	$1,713.39	42.8
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$520.45	$5,297.00	$2,703.00	33.8
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$7,275.20	$54,331.13	$62,197.87	53.4
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$844.00	$156.00	15.6
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$276.10	$23.90	8.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,985.53	$614.47	23.6
3.93 TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$840.00	$2,098.00	($1,698.00)	-424.5
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98	MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$8,280.57	$83,379.00	$18,825.00	18.4
	Subtotal	*$595,073.00*		$595,073.00	$30,059.80	$323,819.15	$271,253.85	45.6
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$0.00	$2,050.87	$39,549.13	95.1
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$6,620.78	$53,284.62	$96,715.38	64.5
4.52	PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$588.00	$12,373.25	$4,226.75	25.5
4.53	NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$1,348.56	$21,460.42	$42,439.58	66.4
	Subtotal	*$272,100.00*		$272,100.00	$8,557.34	$89,169.16	$182,930.84	67.2
	Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$182,733.23	$1,857,981.67	$805,561.33	30.2

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **10/01/20** *To* **10/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$14,936.71	($14,936.71)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$14,936.71	($14,936.71)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$14,936.71	($14,936.71)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From 10/01/20 **To** 10/31/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	573	PAYROLL	10/09/20	PAYROLL	$56,061.18
0	574	CHRISTINA SANDERS	10/09/20	Courier Mileage: 9/16 - 9/30/2020 (Conf # 967)	$356.50
0	575	GREAT-WEST RETIREMENT	10/09/20	Annuity withheld 10/09/20 payroll (Conf #969)	$1,445.00
0	576	INPRS fbo PERF	10/09/20	INPRS Contributions 10/09/20 Payroll	$6,840.54
0	577	IRS USA TAXPAYMENT	10/09/20	Federal Withholding, Medicare & FICA withheld 10/09/20 Payroll & Ins. (Acknowledgement # 14461739)	$12,166.89
0	578	TOWN OF DEMOTTE	10/09/20	Dem: Sewer & Water : Sept 2020 (Conf #966)	$85.35
0	579	TOWN OF WHEATFIELD	10/09/20	WH: Sewer Service October 2020 (Conf #968)	$77.35
37758	580	4IMPRINT, INC.	10/12/20	1000 Books Before Kindergarten tote bags	$156.43
37759	581	AARON'S LAWN CARE	10/12/20	Mowing & edging	$1,010.00
37760	582	ACE HARDWARE	10/12/20	Lightbulbs, mortar mix 60# quikrete	$22.97
37761	583	ANTHEM BLUE CROSS BLUE	10/12/20	Health insurance premiums- October 2020	$13,629.58
37762	584	ANTHEM LIFE	10/12/20	Life insurance premiums- October 2020	$109.39
37763	585	BOOKPAGE	10/12/20	BookPage subscription- 12 monthly issues	$588.00
37764	586	BUSINESS CARD	10/12/20	Office, janitorial, & library supplies, book, Adobe Acrobat, Zoom Pro	$175.38
37765	587	CENTURYLINK	10/12/20	Rens: Fax line- October 2020	$56.65
37766	588	CULLIGAN WATER CONDITIO	10/12/20	Wh: Water Cooler Rental- October 2020; 5-gallon drinking water- 4	$48.71
37767	589	DELTA DENTAL	10/12/20	Dental insurance premiums- October 2020	$540.26
37768	590	DEMCO	10/12/20	Paper processing labels	$112.52
37769	591	ENA SERVICES LLC	10/12/20	Internet Service- August 2020	$1,782.00
37770	592	GRAINGER	10/12/20	Light bulbs, ballasts	$237.13
37771	593	INDIANA LIBRARY FEDERATIO	10/12/20	2020 Virtual Legislative Fall Forum registrations: P. Stringfellow, R. Gilmore	$65.00
37772	594	INDIANA WASTE SERVICE	10/12/20	DeM & Wh: Trash pick-up October 2020	$147.00
37773	595	JANICE WILMA	10/12/20	Mileage 1/16-2/20/20	$63.25
37774	596	JASPER COUNTY TREASURE	10/12/20	Fall Installment: DeM- Tax bill for ditch & special assessment	$840.00
37775	597	JEFFERSON COUNTY PUBLIC	10/12/20	Lost SRCS item# 232566	$26.95
37776	598	KANKAKEE VALLEY PUBLISHI	10/12/20	Readers Choice Thank You ad	$35.00
37777	599	KAPCO	10/12/20	Library supplies	$86.38
37778	600	KONE, INC.	10/12/20	DeM: Elevator maintenance agreement 10/1-12/31/2020	$469.71
37779	601	KROGER GARDIS & REGAS, L	10/12/20	Legal Assistance- COVID-19 Matters	$390.00
37780	602	MARK WILKINS	10/12/20	Wh: Program Presenter	$200.00
37781	603	NEILE TRAINOR	10/12/20	Mileage 6/19-9/30/20	$65.55
37782	604	NITCO	10/12/20	DeM: Local phone service- October 2020	$137.77
37783	605	NIMBO IP LLC	10/12/20	Monthly Managed Service- September 2020	$815.00
37784	606	NIPSCO	10/12/20	DeM & Wh: Gas & electric service 8/31-9/30/20	$5,288.06
37785	607	PRECISION CONTROL SYSTE	10/12/20	Rens: HVAC Repairs	$2,778.65
37786	608	RAINBOW PRINTING	10/12/20	Digital Access Cards	$791.00
37787	609	RENSSELAER ROTARY CLUB	10/12/20	3rd quarter dues	$52.00
37788	610	ROEING CORPORATION	10/12/20	Tech Maintenance Support - 4th Installment 2020	$6,250.00
37789	611	STAPLES CREDIT PLAN	10/12/20	Copy paper	$124.95
37790	612	STEVE'S SPECIALIZED SERVI	10/12/20	Laundry	$49.00
37791	613	SUNRISE PACKAGING	10/12/20	Audiobook cases	$140.95
37792	614	TODAY'S BUSINESS SOLUTIO	10/12/20	PrinterOn agreement web print renewal, 11/4/20-11/3/21	$1,485.00
37793	615	TRUGREEN PROCESSING CE	10/12/20	Lawn fertilization	$263.55
37794	616	ULINE	10/12/20	DVD cases	$171.44
37795	617	VSP INSURANCE CO. (CT)	10/12/20	Vision insurance premiums- October 2020	$190.88

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37796	618	WAL-MART COMMUNITY/SYN	10/12/20	Janitorial supplies	$34.88
37797	619	BAKER & TAYLOR	10/12/20	Books, Continuations, AV, Auto. Yours	$7,392.30
37798	620	BAKER & TAYLOR ENTERTAIN	10/12/20	AV	$906.99
37799	621	HAMSTRA BUILDERS, INC.	10/12/20	Wh: Roof inspection & repairs	$371.00
37800	622	KAUFMAN SEAL COATING LLC	10/12/20	Rens: Seal coat & stripe parking lot	$2,700.00
37801	623	MIDWEST TAPE	10/12/20	AV	$682.03
37802	624	OFFICE DEPOT	10/12/20	Janitorial, office, & library supplies	$386.02
37803	625	POSTMASTER	10/12/20	Stamps, pre-stamped postcards	$239.70
37804	626	QUILL LLC	10/12/20	Office, janitorial, & library supplies	$274.67
37805	627	RELIABLE EXTERMINATORS, I	10/12/20	Rens: Exterior Treatment	$152.00
37806	628	UNIQUE MANAGEMENT SERVI	10/12/20	Collections: Initial/Secondary Placements- September 2020	$17.90
0	629	PAYROLL	10/23/20	PAYROLL	$56,470.04
0	630	AFLAC	10/23/20	Supplement Insurance October 2020 (Conf #970)	$982.83
0	631	CENTURYLINK	10/23/20	Wh: Fax line October 2020 (Conf #972)	$65.24
0	632	CHRISTINA SANDERS	10/23/20	Courier Mileage: 10/1 - 10/15/2020 (Conf # 973)	$356.50
0	633	CITY OF RENSSELAER	10/23/20	Rens: Utilities: 9/9 - 10/07/20 (Conf #971)	$3,957.59
0	634	GREAT-WEST RETIREMENT	10/23/20	Annuity withheld 10/23/20 payroll (Conf #975)	$1,445.00
0	635	INDIANA DEPARTMENT OF RE	10/23/20	State & County Taxes withheld October 2020 Payrolls	$6,676.75
0	636	INPRS fbo PERF	10/23/20	INPRS Contributions 10/23/20 Payroll	$6,795.50
0	637	IRS USA TAXPAYMENT	10/23/20	Federal Withholding, Medicare & FICA withheld 10/23/20 Payroll & Ins. (Acknowledgement # 74211138)	$12,237.66
0	638	SPRINT	10/23/20	Hotspot Data Service 9/12 - 10/11/20 (Conf #974)	$1,169.64
0	639	ALLIANCE BANK	10/23/20	Direct Deposit Fees - September 2020	$36.60
0	640	ALLIANCE BANK	10/30/20	Positive Pay Fee- October 2020	$15.00
0	641	SQUARE, INC	10/31/20	Merchant Processing Fees- October 2020	$6.36
				Total Amount of Claims	**$219,801.12**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, November 04, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $219,801.12

Date this 9th **day of** November **,20** 20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$342.30	$7,729.77
DeMotte	$152.98	$2,557.12		
Rensselaer	$145.37	$3,715.16		
Wheatfield	$43.95	$1,457.49		
PHOTOCOPIES:			$469.60	$4,402.55
DeMotte	$147.90	$1,516.50		
Rensselaer	$197.25	$1,942.70		
Wheatfield	$124.45	$943.35		
INTEREST (Checking, Repurchase, CDs):			$44.29	$482.92
TAXES:			$125,729.99	$1,525,007.65
Property Tax	$0.00	$732,942.11		
LOIT	$71,614.32	$179,035.80		
License Excise Tax	$0.00	$61,210.03		
Financial Institution Tax	$0.00	$2,403.01		
CVET(Commercial Vehicle Excise)	$0.00	$8,260.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$541,156.70		
TAXABLE SALES:-			$5.70	$40.76
REFUNDS:			$0.00	$4,035.07
Rebates/Refund	$0.00	$1,634.51		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$1,750.56		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$126,591.88**	**$1,541,698.72**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$550.00	$13,871.96
DeMotte	$450.00	$3,193.43		
Rensselaer	$100.00	$8,612.97		
Wheatfield	$0.00	$2,065.56		
LIB. IMPROV. RESERVE FUND:			$19.08	$193.27
Interest Earned	$19.08	$193.27		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$211.84	$10,905.22
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$211.84	$10,905.22		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.40	$55.66
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$1,400.00	$1,400.00
SUB-TOTAL (page 1)			**$128,773.20**	**$1,589,508.83**

F5b

WITHHOLDING ACCOUNT FUNDS:			$33,163.87	$332,330.87
FIT Tax Collected	$7,628.31	$76,921.30		
FICA Collected	$8,388.12	$84,005.95		
State Tax Collected	$3,778.70	$37,707.15		
County Tax Collected	$2,898.05	$28,989.26		
INPRS	$3,455.49	$34,507.06		
Deferred Comp Plan	$2,890.00	$28,800.00		
Pre-tax Insurance Plan	$3,728.00	$37,381.04		
Life Insurance	$397.20	$3,996.19		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$161,937.07**	**$1,921,839.70**

F6a

Voucher List

Jasper County Public Library

Report Date: From **11/01/20** *To* **11/09/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37807	642	AARON'S LAWN CARE	11/09/20	Wh: Mowing, edging, & fall cleanup; DeM & Rens: Mowing & edging	$1,045.00
37808	643	ACE HARDWARE	11/09/20	Spray paint	$6.00
37809	644	ANTHEM BLUE CROSS BLUE	11/09/20	Health insurance premiums- November 2020	$13,629.58
37810	645	ANTHEM LIFE	11/09/20	Life insurance premiums- November 2020	$109.39
37811	646	BAKER & TAYLOR	11/09/20	Books, Continuations, AV, Auto. Yours	$6,685.45
37812	647	BAKER & TAYLOR ENTERTAIN	11/09/20	AV	$895.11
37813	648	BLUETARP FINANCIAL, INC	11/09/20	Grout cleaner & sealer	$14.78
37814	649	BREAKOUT, INC.	11/09/20	Full platform access renewal	$50.00
37815	650	CARDINAL COPIER SOLUTION	11/09/20	Quarterly maintenance agreement on DeMotte staff copier 7/11-10/10/20	$859.09
37816	651	COMMONWEALTH TECHNOLO	11/09/20	Quarterly maintenance agreements on Rens. & Wh staff copiers	$594.07
37817	652	COUNTRYSIDE LANDSCAPIN	11/09/20	Wh: Irrigation system winterization	$150.00
37818	653	CULLIGAN WATER CONDITIO	11/09/20	Wh: Water Cooler Rental- November 2020	$12.71
37819	654	DELTA DENTAL	11/09/20	Dental insurance premiums- November 2020	$540.26
37820	655	ENA SERVICES LLC	11/09/20	Internet Service- September & October 2020	$3,564.00
37821	656	FINDAWAY WORLD, LLC	11/09/20	Playaways, Wonderbooks, battery covers	$357.52
37822	657	INDIANA WASTE SERVICE	11/09/20	DeM & Wh: Trash pick-up November 2020	$147.00
37823	658	KENT ADHESIVE PRODUCTS	11/09/20	Magazine reinforcements, clear polyester corners, clear polyester wings	$107.39
37824	659	KARI LENTINO	11/09/20	Mileage 12/23/19-10/21/20	$41.26
37825	660	KAUFMAN SEAL COATING LLC	11/09/20	DeM: Seal coat & stripe parking lot	$1,450.00
37826	661	KROGER GARDIS & REGAS, L	11/09/20	Legal Assistance- COVID-19 Matters	$240.00
37827	662	MIDWEST TAPE	11/09/20	AV	$108.43
37828	663	MOHLER ARCHITECTS, P.C.	11/09/20	DeM: Parking lot project; Rens: Roof	$2,814.00
37829	664	NIPSCO	11/09/20	DeM & Wh: Gas & electric service 9/30-10/29/20	$4,668.40
37830	665	NITCO	11/09/20	DeM: Local phone service- November 2020	$137.77
37831	666	POST TRIBUNE	11/09/20	DeM & Rens: Newspaper subscriptions Acct# 44365252, 6 months	$390.00
37832	667	RELIABLE EXTERMINATORS, I	11/09/20	DeM: Exterior & interior treatment	$300.00
37833	668	ROEING CORPORATION	11/09/20	Veeam annual basic maintenance renewal plus two additional years, ergonomic keyboard & mouse	$2,080.99
37834	669	TRUGREEN PROCESSING CE	11/09/20	Rens: Tree & shrub treatment	$93.45
37835	670	TRUSTED MEDIA BRANDS, IN	11/09/20	Book	$25.98
37836	671	VSP INSURANCE CO. (CT)	11/09/20	Vision insurance premiums- November 2020	$202.81
37837	672	WAL-MART COMMUNITY/SYN	11/09/20	Library & janitorial supplies	$62.80
37838	674	CENTURYLINK	11/09/20	Rens: Fax line- November 2020	$56.77
37839	675	DEMCO	11/09/20	Library supplies	$306.85
37840	676	HAMSTRA BUILDERS, INC.	11/09/20	DeM: Install door seals & door sweeps	$773.00
37841	677	ICC BUSINESS PRODUCTS	11/09/20	Janitorial & office supplies	$172.30
37842	678	MAGAZINE SUBSCRIPTION SE	11/09/20	January - May magazine renewals	$3,624.27
37843	679	NIMBO IP LLC	11/09/20	Monthly Managed Service- October 2020	$815.00
37844	680	OFFICE DEPOT	11/09/20	Office, library, & janitorial supplies	$375.61
37845	681	QUILL LLC	11/09/20	Calendars, disinfectant	$250.08
37846	682	SOUNDS COOL LIVE AUDIO LL	11/09/20	DeM: Outdoor movie presenter	$400.00

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$48,157.12**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 09, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$48,157.12**

Date this 9th **day of** November **,20**20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 14, 2020, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence

Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

COVID – 19 Mitigation Plan (R 15; R 25)	Action
2021 Salary Increase (R 25)	Action
Director Salary 2021 (R 25)	Action
Election of Officers (R 25)	Action
End of December Board Meeting (R 25)	Information

Director's Report (R 25-R 28)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **November 9, 2020**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Janelle Harper, Janet Umlauf, Kristie Housman, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Broussard
Absent:

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Meeting Room Policy revisions, Interlibrary Loan Policy revisions, Circulation Policy revisions, new Criminal History Policy, and adding the COVID-19 Mitigation Plan to the agenda under General Business were approved as presented on a motion by J. Davidson and seconded by K. Housman. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Technical Services Librarian, Becky Amalong, explained she was one of the staff members who checked on the Rensselaer Library during the COVID-19 shutdown. During this time she was present for mail and package delivery, fed the fish, and did some cataloging for several hours Monday-Friday. She was also part of the team who created procedures to handle the closure and subsequent phases of re-opening. Since ordering materials has been cut back, Tech Services has had the opportunity to do some much needed work on records. This is a good thing to do anytime but is essentially needed in anticipation of upgrading to Library Solution 5.x. Records are being updated so materials in the catalog show up as what they really are; for example showing up as a Blu-ray or DVD, not "visual materials". Information is also being added to records to follow the most up to date cataloging rules. Diane, our processing person, has been doing inventory for Rensselaer with a focus on the children's collection. This collection hasn't been inventoried in quite some time. She has also done the AV collection and adult collections. Becky took part in the TLCU 2020 Virtual Conference. The first day was frustrating since there was difficulty accessing the conference. The In the Loop platform was not friendly with our firewall and security settings. Day two was better as Kim Hunter was able to help the staff with iPad setup to watch the conference that way. This seems to be poor planning on the part of TLC; they assumed people would be attending from home. Several other libraries had similar problems. The good news is that the sessions were recorded and we have access to the platform until May 2021 so we can still view what we missed. We were also able to have more people attend, 8 total, due to it being virtual.

Sheila Broussard, Systems Administrator, reported her role during the COVID-19 shutdown first was assisting management staff with getting access to their work PCs from home. We utilized TeamViewer for this. Another initial project was researching software that would allow conference calls among essential staff and for the board meeting. We used Free Conference Call for this. Throughout the shutdown and re-opening she assisted with virtual board meetings, updating COVID messages on Facebook pages, Yelp, & Google Business as services changed and evolved, relocated the PCs for staff distancing, set up Summer Reading Online in collaboration with staff, assisted with COVID messages on Phonetree, determined proper ways to disinfect electronic equipment for staff PCs, setup Zoom for book discussions, and the work continues as COVID stages evolve. Sheila's done lots of clean-up and organization in the Systems Admin department this year. An Emergency Systems Administrator Information document was created for the Director in the event that the Systems Administrator is unavailable for any reason. This document contains information the Director would need for the Systems department to continue operating in the

Systems Administrator's absence. Another document was created, When a Systems Administrator Leaves. This document includes what needs to be done to secure JCPL's networks when a Systems Administrator leaves, both under normal circumstances and under bad circumstances. Other organization projects included updating equipment diagrams, network diagrams, & network troubleshooting instructions; deleting, combining, & organizing network files; transferring work related notes in personal Evernote account to a newly created JCPL Evernote account; and moving JCPL passwords to MyGlue. ZTE Pocket Wifi hotspots have been replaced with Inseego MiFi hotspots. Patrons and staff have seen a decreased number of issues with the new devices and they work in more locations in the county than the old hotspots. The traditional cash registers have been replaced with Square cash drawers and printers. Sheila worked with Rayann to determine items that needed to be added to the current Square setup; edited the credit card policy and procedure; and edited staff Cash Register Set-up and Daily Use procedures. She also worked with staff at each library to replace the old cash registers with the new Square cash drawers and walked them through the procedures. Linda Poortenga has reported the change to the Square setup has been positive! "We have fewer errors, and Square figures out cost of all the different copies, so we are not trying to do math in our head. One upgrade that I have enjoyed."

Health & Life Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 10% increase in health insurance costs for our 2021 budget. The cost for our current health insurance plan has gone up .2% Coverage did not change. Rates for life insurance increased slightly (15 cents per employee per month). We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance. M. Heinig moved to continue with the current health and life insurance plans, seconded by N. Waling. Motion passed.

Dental and Vision Insurance Renewal: These are on a rate hold this year. Coverage and cost remain the same. We recommend that you approve our continuing with our current plans for dental and vision insurance. J. Umlauf moved to continue with the current dental and vision insurance plans, seconded by J. Harper. Motion passed.

2021 Slate of Officers: J. Davidson presented the nominees for the following 2021 offices: K. Kaluf, President; N. Waling, Vice-President; J. Davidson, Secretary; M. Heinig, Treasurer; and J. Harper, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year is tentatively scheduled for Tuesday, December 29 with the time to be announced. We need at least 4 board members for a quorum. M. Heinig indicated that he could be a backup if needed.

COVID-19 Mitigation Plan: In consultation with our employment law attorney we recommend adding language to the COVID-19 Mitigation Plan requiring staff to report close contact and revising language referring to sending staff home with any symptoms. Our attorney is still working on adding these revisions to the Mitigation Plan so copy is not ready for board review. The updates to the Mitigation Plan are needed as we continue to move through this public health emergency. We recommend that the Board authorize P. Stringfellow to proceed with making the recommended revisions in consultation with legal counsel and distribute to staff, implementing immediately. N. Waling moved to authorize P. Stringfellow to proceed with making the recommended revisions to the COVID – 19 Mitigation Plan in consultation with legal counsel and distribute to staff, implementing immediately, seconded by J. Davidson. Motion passed.

Director's Report: P. Stringfellow explained in this unprecedented time we cannot have our annual Christmas parties as we have previously. Normally staff have a two-hour party with one hour of the party being paid time as approved by the board and the other hour being the staff member's personal time. In lieu of that this year I am allowing staff to come in one hour late or leave one hour early or take a one-hour lunch (with pay) in the month of December to be noted on their timesheet. This seems to be in the spirit of the board's generosity and appropriate for this season when we simply cannot gather. This news was met with great appreciation by our Management Team. It is a simple way to bolster staff morale, and I do hope that all staff find some joy in this creative administration of the board's generosity. The Library's architect, Harry Mohler, had a phone meeting with Kim Kendrick, City Engineer for the Town of DeMotte, to go over the drawings for the DeMotte Library parking lot project. He indicated it was a good conversation and Kim sent him a copy of the DeMotte Subdivision Control Code. He will review this for the 10th Street curb cut, landscape requirements, storm drainage requirements, etc. and hopes to have more information to present to the Board in December. We have submitted our claim with CertainTeed in regard to the Rensselaer roof. CertainTeed requested that we remove a shingle from the roof and mail it to them. They do not want to send anyone to the library to view the roof. P. Stringfellow and Harry discussed this and agreed that this was an unreasonable request. A sample of the shingles from storage and pictures were sent to CertainTeed instead. CertainTeed is holding firm to their request for a shingle to be taken off the roof. The next step will be to explain this situation to library attorney, Ed Dumas, to get his opinion.

Adjournment: With no further matters for discussion, J. Umlauf moved to adjourn the meeting at 6:47 PM, seconded by N. Waling.

Kristie Housman, Secretary

Attest: Kevin Kaluf, President

CIRCULATION BY HOLDINGS CODE
November 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	0	0	19
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	6	0	32
Blu-Ray (DBR)	101	3	0	104
Books on CD (DBKCD)	73	7	5	85
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	18	4	1	23
Digital Audiobooks (DDA)	9	1	0	10
DVD (DDVD)	1090	85	82	1257
Equipment (DEQP)	35	1	0	36
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	385	21	13	419
Fiction Fantasy (DFICF)	3	0	2	5
Fiction Inspirational (DFICI)	79	8	2	89
Fiction Mystery (DFICM)	76	10	6	92
Fiction New (DFICNEW)	310	11	12	333
Fiction Science Fiction (DFICSF)	11	1	0	12
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	16	0	2	18
Hanging Bags (DHANG)	19	0	3	22
Hotspots (DWIFI)	3	12	7	22
ILL (DILL)	11	1	1	13
Internet (DINTER)	324	0	0	324
Juv. Audio book (DJAUDB)	16	1	4	21
Juv. Biography (DJBIO)	25	7	2	34
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	14	0	0	14
Juv. Digital Device (DJDDP)	1	0	0	1
Juvenile Easy (DJE)	685	16	38	739
Juv. Easy Non-fiction (DJENF)	19	12	1	32
Juv. Easy Reader (DJER)	343	4	6	353
Juv. Easy Reader NF (DJERN)	9	3	0	12
Juv. Fiction (DJFIC)	475	21	13	509
Juv. Graphic Novel (DJGN)	62	1	3	66
Juv. Holiday books (DJHOL)	142	8	45	195
Juv. Launchpads (DPTAB)	2			2
Juv. Magazine (DJMAG)	3	0	0	3
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	174	12	16	202
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	116	1	7	124
Large Print Fiction (DLPF)	73	6	8	87
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	84	5	6	95
Large Print Nonfic (DLPNF)	10	0	1	11
Large Print Western (DLPW)	13	0	0	13
Magazine (DMAG)	276	0	0	276
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	1	0	2
Nonfiction 100 (DNF100)	11	7	0	18
Nonfiction 200 (DNF200)	8	2	0	10
Nonfiction 300 (DNF300)	31	4	3	38
Nonfiction 400 (DNF400)	2	0	1	3
Nonfiction 500 (DNF500)	2	0	0	2
Nonfiction 600 (DNF600)	70	3	5	78
Nonfiction 700 (DNF700)	21	2	3	26
Nonfiction 800 (DNF800)	5	2	0	7
Nonfiction 900 (DNF900)	34	1	6	41
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	37	2	4	43
Nonfiction (DNFIC)	2	0	1	3
Nonfiction New (DNFNEW)	90	11	9	110
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	0	4
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	52	0	53
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	13	0	0	13
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	58	6	11	75
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	0	0	5
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	12	1	14
Blu-Ray (RBR)	30	225	8	263
Books on CD (RBKCD)	5	36	1	42
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	49	2	53
Digital Audiobooks (RDA)	0	9	0	9
DVD (RDVD)	152	1288	90	1530
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	41	389	15	445
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	32	215	10	257
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	50	1	52
Hanging Bag (RHANG)	1	2	2	5
Hotspots (RWIFI)	3	18	1	22
ILL (RILL)	0	16	0	16
Internet (RINTER)	0	201	0	201
Juv. Audio book (RJAUDB)	0	13	8	21
Juv. Biography (RJBIO)	10	2	3	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	1	0	1
Juv. Digital Device (RJDDP)	0	0	1	1
Juvenile Easy (RJE)	63	411	63	537
Juv. Easy Non-fiction (RJENF)	2	23	4	29
Juv. Easy Reader (RJER)	58	258	21	337
Juv. Easy Reader NF (RJERN)	3	68	1	72
Juv. Fiction (RJFIC)	41	224	14	279
Juv. Graphic Novel (RJGN)	6	49	4	59
Juv. Launchpads (RPTAB)		4		4
Juv. Magazine (RJMAG)	0	2	0	2
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	23	109	14	146
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	65	18	88
Large Print Fiction (RLPF)	9	122	6	137
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	7	87	4	98
Large Print Nonfic (RLPNF)	0	2	0	2
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	85	0	86
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	0	1
Non-Fiction 100 (RNF100)	3	7	1	11

Non-Fiction 200 (RNF200)	4	21	1	26
Non-Fiction 300 (RNF300)	9	32	1	42
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	1	10	1	12
Non-Fiction 600 (RNF600)	19	51	28	98
Non-Fiction 700 (RNF700)	2	26	6	34
Non-Fiction 800 (RNF800)	1	3	0	4
Non-Fiction 900 (RNF900)	0	12	3	15
Nonfiction Blu-Ray (RNFBR)	1	4	0	5
Nonfiction DVD (RNFDVD)	3	44	1	48
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	28	101	6	135
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	2	8	0	10
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	33	5	0	38
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	1	20	21
STEAM Kits (RSTEAM)	0	3	0	3
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	69	14	86
YA Music CD (RYACD)	1	6	0	7
YA Nonfiction (RYANF)	0	5	0	5
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	8	12
Blu-Ray (WBR)	5	2	105	112
Books on CD (WBKCD)	15	6	59	80
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	2	24	29
Digital Audiobooks (WDA)	0	0	5	5
DVD (WDVD)	61	54	943	1058
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	13	172	203
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Inspirational (WFICI)	13	1	56	70
Fiction Mystery (WFICM)	1	5	58	64

Fiction New (WFICNEW)	28	21	106	155
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	2	38	40
Hanging Bags (WHANG)	1	0	20	21
Hotspots (WWIFI)	0	19	5	24
ILL (WILL)	0	0	6	6
Internet (WINTER)	0	0	75	75
Juv. Audio book (WJAUDB)	2	0	38	40
Juv. Biography (WJBIO)	10	0	10	20
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	7	7
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	81	11	374	466
Juv. Easy Non-fiction (WJENF)	0	11	43	54
Juv. Easy Reader (WJER)	19	15	143	177
Juv. Easy Reader NF (WJERN)	1	2	0	3
Juv. Fiction (WJFIC)	84	31	277	392
Juv. Graphic Novel (WJGN)	6	3	35	44
Juv. Launchpads (WPTAB)		2	6	8
Juv. Magazine (WJMAG)	0	1	21	22
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	25	12	196	233
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	9	2	176	187
Large Print Fiction (WLPF)	9	8	52	69
Large Print Inspirational (WLPI)	0	0	7	7
Large Print Mystery (WLPM)	1	0	5	6
Large Print New (WLPN)	5	3	75	83
Large Print Nonfic (WLPNF)	1	2	11	14
Large Print Western (WLPW)	0	0	4	4
Magazine (WMAG)	12	0	138	150
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	2	3	6
Non-Fiction 200 (WNF200)	3	0	1	4
Non-Fiction 300 (WNF300)	1	7	8	16
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	2	2
Non-Fiction 600 (WNF600)	8	1	46	55
Non-Fiction 700 (WNF700)	0	0	31	31
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	3	5	32	40
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	4	28	35
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	11	6	51	68
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	6	6
Reference (WREF)	0	0	1	1
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	4	4
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	11	124	151
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0			0
Storage (WZSTO)	0	0	0	0
TOTAL	6618	5076	4360	16054

CIRCULATION BY HOLDINGS CODE
November 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	0	0	19
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	29	20	9	58
Blu-Ray (BR)	137	234	113	484
Books on CD (BKCD)	93	49	65	207
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	23	55	27	105
Digital Audiobooks (DA)	9	10	5	24
DVD (DVD)	1303	1427	1115	3845
Equipment (EQP)	35	3	0	38
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	444	423	200	1067
Fiction Fantasy (FICF)	3	0	7	10
Fiction Inspirational (FICI)	92	9	58	159
Fiction Mystery (FICM)	77	15	64	156
Fiction New (FICNEW)	370	247	128	745
Fiction Science Fiction (FICSF)	11	1	3	15
Fiction Western (FICW)	0	0	2	2

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	17	52	41	110
Hanging Bags (HANG)	21	2	25	48
Hotspots (WIFI)	6	49	13	68
ILL (ILL)	11	17	7	35
Internet (INTR)	324	201	75	600
Juv. Audio book (JAUDB)	18	14	50	82
Juv. Biography (JBIO)	45	9	15	69
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	14	1	7	22
Juv. Digital Device (JDDP)	1	0	1	2
Juvenile Easy (JE)	829	438	475	1742
Juv. Easy Non-Fiction (JENF)	21	**46**	48	115
Juv. Easy Reader (JER)	420	277	170	867
Juv. Easy Reader NF (JERN)	13	73	1	87
Juv. Fiction (JFIC)	600	276	304	1180
Juv. Graphic Novel (JGN)	74	53	39	166
Juv. Holiday (JHOL)	142	8	45	195
Juv. Launchpads (PTAB)	2	6	6	14
Juv. Magazine (JMAG)	3	3	21	27
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	222	133	226	581
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	130	68	201	399
Large Print Fiction (LPF)	91	136	66	293
Large Print Inspirational (LPI)	0	0	7	7
Large Print Mystery (LPM)	1	0	5	6
Large Print New (LPN)	96	95	85	276
Large Print Nonfic (LPNF)	11	4	12	27
Large Print Western (LPW)	13	0	4	17
Magazine (MAG)	289	85	138	512
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	2	0	3
Non-Fiction 100 (NF100)	15	16	4	35
Non-Fiction 200 (NF200)	15	23	2	40
Non-Fiction 300 (NF300)	41	43	12	96
Non-Fiction 400 (NF400)	2	1	3	6
Non-Fiction 500 (NF500)	3	10	3	16
Non-Fiction 600 (NF600)	97	55	79	231
Non-Fiction 700 (NF700)	23	28	40	91
Non-Fiction 800 (NF800)	6	5	2	13
Non-Fiction 900 (NF900)	37	18	41	96
Non-Fiction Blu-Ray (NFBR)	1	4	0	5
Non-Fiction DVD (NFDVD)	43	50	33	126
Nonfiction (NFIC)	2	0	1	3
Nonfiction New (NFNEW)	129	118	66	313
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	4	8	6	18
Reference (REF)	16	11	17	44
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	0	0	4
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	33	5	0	38
SRCS (From other libraries III-SRC	1	52	0	53
SRCS (SRCSW) Wheatfield	0	1	20	21
STEAM Kits (STEAM)	13	3	4	20
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	2	1	1	4
YA Biography (YAB)	1	0	1	2
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	77	86	149	312
YA Music CD (YACD)	1	6	0	7
YA Nonfiction (YANF)	5	5	4	14
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	1	0	2
				0
Free reads	103	77	44	224
Games/Puzzles	0	0	0	0
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6737	5168	4416	16321

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1302	1004	673	2979
Nonfiction	444	371	298	1113
CHILDREN'S BOOKS				
Fiction	2085	1185	1190	4460
Nonfiction	430	196	334	960
YA BOOKS				
Fiction	94	138	190	422
Nonfiction	6	5	5	16
Preloaded Dig Dev, Child	2	6	6	14
Magazines, Adult	289	85	0	374
Magazines, Children	3	3	21	27
Sound Recordings, adult	127	115	99	341
Sound Recordings, ch	54	23	82	159
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	34	58	20	112
STEAM Kits	13	3	4	20

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1488	1723	1267	4478
Equipment	41	52	13	106
Total	6412	4967	4202	15581
A-V Circulation	1669	1861	1448	4978
A-V Circulation as % of total	26.0%	37.5%	34.5%	31.9%

CIRCULATION STATISTICS

November 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	47	3	**1,302**	42	117	**1,004**	48	162	**673**	**2,979**
Nonfiction	35	0	**444**	36	3	**371**	30	0	**298**	**1,113**
CHILDREN'S BKS										
Fiction	26	150	**2,085**	43	0	**1,185**	26	164	**1,190**	**4,460**
Nonfiction	7	0	**430**	7	0	**196**	5	0	**334**	**960**
YA BOOKS										
Fiction	3	133	**94**	10	2	**138**	10	0	**190**	**422**
Nonfiction	0	0	**6**	0	0	**5**	0	0	**5**	**16**
Preloaded Dig Dev	0	0	**2**	0	0	**6**	0	0	**6**	**14**
Magazines,Adult	0	0	**289**	0	0	**85**	0	0	**0**	**374**
Magazines, Child	0	0	**3**	0	0	**3**	0	0	**21**	**27**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	12	0	**127**	9	1	**115**	9	2	**99**	**341**
Sound Rec/Child	0	0	**54**	1	14	**23**	7	101	**82**	**159**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	37	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**34**	0	0	**58**	0	0	**20**	**112**
STEAM Kits	0	0	**13**	0	0	**3**	0	0	**4**	**20**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	23	0	**1,488**	50	22	**1,723**	18	19	**1,267**	**4,478**
Equipment	0	0	**41**	0	0	**52**	0	0	**13**	**106**
TOTAL	153	323	**6,412**	198	159	**4,967**	153	448	**4,202**	**15,581**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,252	76,170	60,880
Circulation Increase/Decrease	**-15.5%**	**-31.6%**	**-8.4%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	19,435	15,581	-19.8%
Jan. to date circulation	227,266	143,580	-36.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,124	24,168	16,109	16,034	16,813	16,699	**Fiction**
19,991	20,026	19,194	19,227	8,184	8,214	**Nonfiction**
						CHILDREN'S BKS
15,606	15,482	13,988	14,031	13,500	13,362	**Fiction**
9,339	9,346	6,231	6,238	6,565	6,570	**Nonfiction**
						YA BOOKS
2,386	2,256	3,245	3,253	3,523	3,533	**Fiction**
635	635	365	365	155	155	**Nonfiction**
3	3	0	0	5	5	**Preloaded Dig Dev**
		0	0	-3	-3	**Magazines,Adult**
		0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,010	4,022	688	696	4,647	4,654	**Sound Rec/Adult**
644	644	4,151	4,138	904	810	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	26	14	14	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,378	7,401	11,353	11,381	6,780	6,779	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,422	84,252	76,131	76,170	61,175	60,880	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
November 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	361	78	299	65	309	67	969	210
LOCAL HISTORY								
In person	3	1	5	1	0	0	8	2
Letters written	3	3	7	7	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	324	14	201	8	75	3	600	25
Internet use-Wireless	630		660		420		1710	
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	30	4	0	0	37	5
Public FAX24	54		32		37		123	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	6	2	0	0	6	2
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	46		4		3		53	
Outreach activities	11	11	5	3	0	0	16	11
Meeting Room Use (no. of group	6	2	7	2	4	1	17	6
Study room use	5	0	10	1	7	1	22	2
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	12	12	0	0	2	2	14	84
E-books downloaded							2367	
IN-HOUSE USE ITEMS	120		53		48		221	
SELF-CHECKOUT USE	12		134		80		226	
INTERLIBRARY LOANS								
Requests made for:							43	11
Items rec'd for:							44	22
Items requested by other librarie							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7298	11055	4537	22890
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	267	456	120	843
Number of New Patrons Added	21	15	7	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	1	6	0	0	1	6

Children's Programs (0-13)	0	0	0	0	1	6	1	6
Number attending	0		0		17		17	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	1	6	1	6	1	6	3	18
Number attending	4		2		3		9	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	1		0		1		2	
Total Number of Programs	**1**	6	**2**	12	**2**	12	**5**	30
Total Persons Attending	**5**		**2**		**21**		**28**	
Total Attending Same Month Last Yr.	389		343		323		1055	
Total Staff Hours Spent		128		106		86	320	419
Total Number of In-House Program	**1**		**2**		**1**		**4**	
Total Attendance	**5**		**2**		**2**		**9**	
Total Number of Outreach Program	**0**		**0**		**1**		**1**	
Total Attendance	**0**		**0**		**19**		**19**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4756	74.3%	3392	68.5%	2917	67.4%	11065	70.6%
Corporate	11	0.2%	0	0.0%	0	0.0%	11	0.1%
Juvenile 0-11	37	0.6%	131	2.6%	41	0.9%	209	1.3%
Juvenile-AV	446	7.0%	352	7.1%	641	14.8%	1439	9.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	59	0.9%	128	2.6%	118	2.7%	305	1.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	12	0.2%	6	0.1%	0	0.0%	18	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School	0	0.0%	31	0.6%	0	0.0%	31	0.2%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	98	2.0%	0	0.0%	98	0.6%
Staff	858	13.4%	627	12.7%	434	10.0%	1919	12.2%
Walking books	43	0.7%	18	0.4%	54	1.2%	115	0.7%
YA 12-17	5	0.1%	9	0.2%	1	0.0%	15	2.9%
YA-AV	170	2.7%	158	3.2%	123	2.8%	451	2.9%
Total	6397		4952		4329		15678	
All items borrowed by nonresidents	71	1.1%	167	3.4%	118	2.7%	356	2.3%

Salary Ordinance 2020
Updated 12/14/20

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Madison Cole	Page	$7.25	12/8/20	9	W

We have hired Madison Cole as Wheatfield Page, replacing Lilian Chittenden who no longer works for the library.

We have examined and approved the changes to the 2020 Jasper County Public Library Salary Ordinance. Dated 12/14/20.

Mike Hering

Julie Davidson

Janet Umlauf

Arelle L. Harper

Natalie A. Waling

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JCPL Long Range Plan Report

This year we note Long Range Plan accomplishments as they relate to measurable outcomes; evidence will vary quarter to quarter, and we will remember it is a five-year plan. This is our third quarterly report under the new plan.

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services – meeting room and study room use increased as we restored access to meeting rooms and study rooms in our phased approached to re-opening our library; geocache finds are increasing.

Evidence of improvements to our facilities inside and out – fall clean-up is complete at all library locations; replaced the worn out weather stripping on our outside doors at DeMotte Library; added interactive display to front windows at DeMotte Library; removed a damaged tree at Rensselaer Library; DeMotte & Rensselaer Library parking lots resurfaced and restriped.

Evidence of continued safety training for staff and evaluation of current safety measures – revised and redistributed COVID – 19 Mitigation Plan to staff.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.

Measurable Outcomes:

Evidence of new and continued collaboration – partnered with Purdue Extension Office to offer CATCH program outside at DeMotte Library; Director joined Franciscan Health Resilience Coalition upon invitation; Rensselaer Library held annual Christmas Tree Walk, accepting donations for local food pantry.

Evidence of continued communication with community school students and faculty – delivered Digital Access Cards to area schools; Zoom meetings with Wheatfield Elementary School classes; in-person (outside) class visits to Wheatfield Elementary School courtyard; provided recorded stories and craft projects to Head Start Pre-School; provided library materials for St. Augustine pre-school classes curbside and read stories outside on the lawn to students at Rensselaer Library.

Evidence of continued communication with community organizations, businesses, and government units – collaborating with ABATE to offer virtual Santa program at DeMotte Library.

Evidence of continued collaboration with other area libraries – participated in Northern Indiana Teen Counterparts and NWI Directors meetings via Zoom; offer input to other library queries on the listservs; queried our IT counterparts group on a variety of topics for which we needed assistance.

Evidence of increased donations and support for the library – received COVID Relief Funds from the Jasper Newton Foundation upon request; received CARES Act grant funding for pandemic-related expenses upon application; Rensselaer Library received a Walmart Community Grant; Rensselaer Rotary Club made donations to the Rensselaer Library Children's Department in honor of weekly program presenters; REMC provided funds in support of an outdoor movie program at DeMotte Library.

Evidence of improved communication amongst community leaders – Director continues to participate in Community Roundtable via Zoom; Director has been in contact with local County Commissioner in regard to COVID-related matters.

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.

Measurable Outcomes:

Maintained or increased number of patron requests acted upon – purchased all patron requests.

Evidence of increased community awareness of what the library is doing and why – JCPL was chosen as the best place to read in Jasper County by Rensselaer Republican readers; for DeMotte our Google Business photos were viewed 35.6k times (vs 24k in quarter before that). We received three 4-star reviews. For Rensselaer – 5231 searches for the Ren library in the last quarter (vs 4457 in quarter before that). Our Google Business photos were viewed 27.6k times (vs 18.6k in quarter before that). We received three 5-star reviews, with one commenting: The staff is very helpful and nice! They work with me getting things my 20 year old autistic nephew wants and my 67 year old mom who is on oxygen 24/7 that makes it hard to leave the house!! For Wheatfield – We received one 5-star review, with the following comment: Very well run, nice place to visit in cold weather.

Evidence of new and expanded services – Zoom subscription purchased and utilized by Rensselaer Library book discussion group; first-ever movie on the lawn offered by DeMotte Library; story teller shared spooky tales outside at Wheatfield Library; offered book discussions and story times outside on the lawn and outreach programs in the courtyard at Wheatfield Elementary School; created and distributed school-age kits to go for elementary age children; craft kits available at all library locations.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement – many staff continue to participate webinars on these subject; many staff participated in virtual TLCU.

Increased awareness, promotion, & use of digital resources – posted daily on social media accounts during COVID-19 shutdown to promote digital resources available to patrons; used You Tube for story times; in August we hit the highest number of views for Northern Jasper County Yearbooks (1754 compared with previous high of 1281 in April).

Evidence of continued digitization, making accessible interesting and/or historically significant items – Rensselaer Library staff are transcribing a family Bible record, a family history, and Rensselaer and Jasper County funeral home records into a searchable spreadsheet; prepared Covenant Christian HS yearbook and uploaded to the JCPL Internet Archive site.

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Jasper County Public Library

COVID-19 Mitigation Plan

The health and safety of Jasper County Public Library (JCPL) employees is a top priority. JCPL plans to phase in library services in a manner consistent with federal, state, and local health recommendations as related to COVID-19. The following mitigation plan represents the initial phase and has been developed to protect the health of both individual employees and the public. Successive phases will be shared as their implementation date draws nearer and as details solidify. Generally speaking, we expect many of the restrictions on operations and conduct to lessen over time, though certain practices – particularly those related to handwashing and other personal and environmental hygiene – likely will become long-term or permanent aspects of our operations.

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time). Failure to support the health and safety goals listed below may lead to disciplinary action. This plan does not alter the at-will nature of Library employment. Given the nature and purpose of the Library's efforts, this document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of modifications to the extent and as soon as feasible.

The Management Team will monitor and implement this plan. Questions or suggestions are welcome and should be directed to the Business Office or the Director (preferably via phone or email, and – if in person – while maintaining social distance). JCPL may not always have an answer (immediately or at all), but will always do its very best to provide one.

Maintaining Social Distancing Recommendations

A. JCPL requires social distancing of at least six feet between employees whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's work space).

B. JCPL may make changes in services, library hours, and schedules to maximize employees' ability to adhere to social distancing recommendations. Additionally, Plexiglas sneeze guards will be installed in staff and public areas to aid in mitigation.

C. Employee schedules may be staggered to minimize the number of employees in a building with at least a 15 minute interval between team changes to avoid or minimize team interaction.

D. All departments with fixed workstations will adjust work areas to adhere to at least a six foot distance ~~or install Plexiglas sneeze guards.~~

E. Employees will have a set schedule and anyone unable to work any portion of their schedule should speak with their supervisor in regard to the reasons why and to discuss the options available to them.

F. Employees will not be in the building when their team is not scheduled except with prior approval of the Director. Social distancing must be maintained.

G. Senior staff who are not scheduled at their building for their weekly hours will be responsible for completing their weekly hours using telecommuting as per Director parameters.

H. Clerks and Pages will be scheduled as close to their normal hours as is possible.

I. Janitors will be scheduled their full hours since they are unable to telework. However, like all employees, janitors are expected to maintain social distancing and utilize appropriate PPE and hygiene protocols.

J. Employees should rely upon phone calls, texts, emails, and virtual meetings to communicate and work together to reduce face-to-face contact.

K. Employees should work six feet away from their co-workers. If the nature of an assignment renders six-foot distancing impossible, notify and discuss with the manager on duty.

L. Employees in small shared offices or close work stations will be moved to an alternate place in the building to work.

M. Employees should enter and exit the library buildings moments or minutes apart as needed to maintain physical distancing. Do not congregate in physical proximity in connection with shifts starting or ending (or any other time).

N. Strive to follow the CDC's recommendation to decrease social contacts in the workplace, such as in-person meetings and group lunches.

O. One employee at a time may be in the staff lounge, and only to use the refrigerator and microwave. Wash hands immediately before and after handling shared appliances. Employees will bring their own dishes and utensils and will take them home at the end of each shift to be cleaned. Carry-in events and shared coffee pots are discontinued at this time.

P. Any employee using the staff lounge must continue to keep the six foot physical distance requirement.

Q. IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

R. Current library services will be limited or modified to ensure that proper social distancing between employees and patrons can be maintained.

S. Patrons will be required to stay in their car during curbside service.

T. Any patron services added will have minimal staff-patron interactions and will require physical distancing ability.

U. Employees should complete incident reports regarding any patrons who repeatedly – and despite polite but clear verbal redirection – violate the social distancing requirements or do not stay on the patron side of the Plexiglas sneeze guards.

Implementing Basic Infection Prevention Measures

A. Employees will disinfect their work areas and high-touch surfaces at the beginning and end of each shift using paper towels and JCPL-provided disinfecting solution. High touch surfaces include such things as door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

B. Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

C. Handwashing is always important but particularly important when changing between work activities, moving materials between co-workers and patrons, or processing the book drop. This is not an exhaustive list. Employees will wash hands before and after such activities to prevent cross contamination.

D. Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

E. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

F. Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

G. Shared workspaces should be sanitized thoroughly between users and at the change of each shift using JCPL-provided solution.

H. Employees should carry their own writing utensils.

I. Employees will contribute to basic housekeeping practices including routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

J. Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.

K. Handwashing signs will be posted in all public and staff restrooms that reflect proper handwashing procedures.

L. Soap and paper towel will be available at all sinks, including public restrooms, for handwashing.

M. Hand sanitizer will be made available for staff and patrons as supplies allow.

Utilizing Personal Protective Equipment (PPE)

A. The library will follow local health department guidance and/or the Indiana Governor's Executive Orders in regard to face coverings. Face coverings are recommended for employees and patrons unless otherwise required by local and/or state officials.

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Face coverings should not hinder job performance.

D. Signs will be placed at library entrances to alert patrons that face coverings are recommended or required in consideration of item A in this section.

E. Social distancing should still be followed even while wearing face coverings or other PPE.

F. Janitorial staff will receive priority access to gloves if supplies run short, especially when cleaning with harsh chemicals.

G. Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

H. Employees are encouraged to rely on frequent and thorough handwashing.

I. Gloves must always be available in spill kits to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

J. Employees may wish to bring their own gloves, but improperly utilized gloves can be a greater source of contamination than bare hands. Employees wearing gloves can become complacent about following proper hand hygiene guidelines. Any employee that wishes to use their gloves at work must ensure frequent glove changes and handwashing before changing work activities.

K. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

Responsibilities for Monitoring Individual Health, Wellness, and Contacts With Others (At and Outside Work)

A. The library will post notices regarding the symptoms of COVID-19 in public and staff areas.

B. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

C. Employees are welcome (but by no means required or expected) to consider utilizing the free COVID-19 self-assessment available at: https://landing.google.com/screener/covid19.

D. If an employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay or return home and notify their supervisor immediately. In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19 and the basic identification of each symptom (e.g., "shortness of breath" or "fever.". Employees need not share further details when reporting to supervisors and supervisors should not solicit further details. The Business Office may seek limited follow-up information in appropriate cases.

E. Employees who have had "close contact" (as defined by the CDC) with confirmed or probable COVID – 19 cases must stay or return home and notify their supervisor immediately. In such cases, employees will be required to quarantine and/or requested to test for COVID – 19 in accordance the most current CDC, state, or local health authority guidance. CDC's definition of close contact is based on physical proximity and duration and can be found here: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact.

F. Employees are encouraged to follow the CDC's recommendations on what to do if exhibiting symptoms (https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf) and how/when to quarantine following close contact with someone who has COVID – 19 (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html).

Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. We will use data provided by the REALM study to guide our decision making.

Materials Entering JCPL Facilities from non-JCPL Facilities

A. Employees handling materials as they enter a JCPL facility will wear gloves as supplies allow.

B. Employees will remove items from book drops and leave in current status.

C. Designated carts will be used for emptying book drops and will not be used for other activities.

D. Items emptied from the book drop will be quarantined for 120 hours.

E. Each library will designate a quarantine area for book drop materials that is away from staff work or travel patterns.

F. Items will be placed on tables or on the floor in the designated quarantine space.

G. For management of the quarantine, a slip will be taped to the table with the date items were placed in quarantine and date/time (120 hours from arrival) that materials will be available to be checked in.

H. After 120 hours a designated cart (clean cart) will be used to transfer library materials to an area for check in.

I. Once checked in, items are available for shelving or holds.

Couriered Materials

A. Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending library or has already been through quarantine at the sending library.

B. Each library will designate a dispatch area for the use of the courier.

C. The transport area must be away from staff work areas to minimize possible contact courier would have with co-workers.

D. Each library location will establish a receiving area for courier deliveries to limit contact between delivery personnel and library staff.

Cleaning and Disinfecting

A. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

B. Disinfecting works by using chemicals or ultraviolet lights to kill germs/viruses on surfaces or objects.

C. A combination of cleaning and disinfecting will be most effective in mitigating the COVID-19 virus.

D. The library will follow CDC guidelines for cleaning and disinfecting facilities.

E. The janitors are responsible for the daily cleaning and disinfecting of the library.

F. The other employees are responsible for cleaning and disinfecting their work areas and /or shared work areas, supplies, and equipment as previously explained.

G. Cleaning and disinfecting will take place at the end of each shift before a team leaves the building.

Symptoms in the Workplace

A. Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately. The Director and/or Business Office will determine the length of time an employee will need to remain isolated and/or off work based on the facts and circumstances of each situation and according to the most current public health authority guidelines, including without limitation CDC Public Health Recommendations for Community-Related Exposure.

B. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. A list of symptoms is available on the CDC website. Certain symptoms that are common to other conditions may not require extended isolation and/or absence. However, any/all symptoms must be reported and will result in initial isolation as set forth in the preceding Paragraph A, with management determining the length of further isolation on a case-by-case basis.

C. If a sick employee is suspected or confirmed to have COVID-19, JCPL will follow CDC cleaning and disinfection recommendations.

Adopted May 11, 2020; revised June 8, 2020; revised September 14, 2020;

revised November 9, 2020

Director's Report
November 2020

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2021 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

General Business:

COVID – 19 Mitigation Plan: In point D of the Maintaining Social Distancing Recommendations section we recommend striking the words 'or install Plexiglas sneeze guards' because point B already addresses Plexiglas as a means to aid in mitigation and Plexiglas does not come into the equation when determining close contact.

2021 Salary Increase: A board vote is required to implement a salary increase for staff in 2021.

Director Salary 2021: As per Board and Administration Monthly Tasks, Director Salary for 2021 is determined in open session.

Election of Officers: You will be electing your slate of officers for 2021. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Kevin Kaluf Vice-President- Natalie Waling, Secretary- Julie Davidson, Treasurer- Mark Heinig and Assistant Treasurer- Janelle Harper.

End of December Board Meeting: Board members are scheduled to meet Tuesday, December 29, 2020 at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. We need to set a time for this meeting. We typically meet in the morning. We need four board members to have a quorum. Who is available to attend?

Director's Report:

We have received official word from DLGF that our 2021 Budget has been approved.

I have provided a third Long Range Plan quarterly report for your review. Please see R 12.

No policies are up for review in December.

We reviewed our Internal Control Standards and System. No revisions are recommended this year.

At our November board meeting I reported that Harry Mohler had a phone meeting with Kim Kendrick, City Engineer for the Town of DeMotte, to go over the drawings for the DeMotte Library parking lot project. It was a good conversation and Kim sent him a copy of the DeMotte Subdivision Control Code which Harry has now reviewed. There are no standards for streets, sidewalks, and curbs in DeMotte. There is a zoning ordinance for parking spots. Harry will send a preliminary set of drawings to Kim for her further review and comment. Harry asked about a community trail in DeMotte, and Kim did not have any information about that. Pergola is no problem as a landscape feature. Harry will be back to speak to the board after Kim has had a chance to look at the preliminary drawings.

I participated in a Community Roundtable sponsored by JCEDO on 11/13/20. There are fewer participants this late fall than there were in the spring, but I do find these roundtables valuable. Commissioner Culp always provides an update on COVID -19 in our county. Other leaders share news about their organization so I always learn something new.

Rayann, Donna, and I attended a virtual AVC User Group meeting. AVC provides our financial/payroll software.

Rayann and I attended the virtual Annual Report/Bookkeeping Workshop coordinated by the Indiana State Library.

Franciscan Health Rensselaer is in the process of applying for a grant with Rural Health Network Development Planning Program, which is part of the U. S. Department of Health and Human Services. Franciscan Health seeks to serve as a mobilizer of existing resources, completing a needs assessment of substance use disorder/opioid use disorder in the county and analyzing existing gaps in service. I did write a letter of support primarily for dissemination of information to the community and the potential for use of space for public forums. I believe this project has the potential to help our community.

System Administrator News

Sheila worked on a variety of pc issues in November. Since moving to Chrome as the default browser, staff have experienced issues with printing receipts at the circulation desk pcs. This took some time to sort out, but Sheila came up with a way to address it. Sheila has been researching a VOIP alternative for Phone Tree. She found a solution and requested a quote. Now I am contemplating cost effectiveness as the solution comes with a small ongoing cost. Rensselaer Geocache had three new finds this month. Geocaching is a great activity for this season of life.

Technical Services News

Becky reports, "I watched a number of TLCU 2020 Virtual Conference recordings that I was unable to see "live". There were some interesting sessions, but technical difficulties occurred even in the recordings. I received a phone call from Judy Price at TLC. She called to apologize for the problems we had connecting to the conference platform. She mentioned that TLC would like to compensate us next year at TLCU. I spoke with Patty about this, and she decided that no further action was needed on our part, since they reached out to us, and realized that we were frustrated, and disappointed that we couldn't fully participate."

DeMotte Library News

Shannon made a Countdown to Santa craft for December's take home craft kits. DeMotte had made take home craft kits available through the month and 76 crafts kids were taken by patrons. Currently we also have 16 Story Time kits available to check out – and we are excited to share that we have 15 kits checked out this month. The gentleman who plays Santa for us has agreed to be recorded reading a story that we can make available to our patrons. This will take the place of having Santa in our building due to Covid 19.

Rensselaer Library News

Linda reports, "The annual Christmas Tree Walk trees are down from the attic and ready to be decorated. The groups participating this year include;
The Heroes Tree, TOPS, Tri Kappa, Jasper Foundation, Presbyterian Youth, and Huth Thompson. Patrons can once again, vote for their favorite tree with unexpired nonperishable food items; which will be delivered to the Rensselaer Food Pantry. Sandy Lanoue, SHIP volunteer, is meeting with seniors to check that their Medicare plan is still the best one for them."

Wheatfield Library News

Rachael made her regular classroom Zoom visits, as well as visited the Latchkey program at Wheatfield Elementary School. She and Nikki have been busy working on the Storytime kits (as well as a few special holiday/seasonal kits for elementary aged kids). Rachael reports, "These have been popular; families love it." The Friends of Wheatfield Library have invited patrons to assemble a gingerbread house and bring it to the library to be displayed and voted upon by patrons. Patrons can vote for their favorite by adding money to the corresponding bucket any time December 7-19.The person/family that created the winning house will receive a $50 gift card to Wheatfield Lanes, and all proceeds collected will be used to support the library.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
November 30, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	**$173,199.55**	$2,031,181.22	**$343,330.59**	$1,885,029.31	**$660,586.76**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$17,757.09	$814.73	$12,088.67	$411.84	$14,283.80	**$19,952.22**
DeMotte	$6,929.99	**$464.64**	$2,849.31	**$50.00**	$3,243.43	**$7,324.11**
Rensselaer	$8,077.28	**$311.05**	$6,859.02	**$361.84**	$8,974.81	**$10,193.07**
Wheatfield	$2,749.82	**$39.04**	$2,380.34	**$0.00**	$2,065.56	**$2,435.04**
Library Improvement Reserve Fund	$232,000.47	**$0.00**	$0.00	**$19.72**	$212.99	**$232,213.46**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,279,221.51	**$2,080.00**	$14,208.73	**$176.20**	$11,081.42	**$2,276,094.20**
Includes Investments of: **$2,107,375.15**						
State Technology Fund Grant Fund	$0.00	**$3,564.00**	$18,500.71	**$0.00**	$21,384.00	**$2,883.29**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$190.77	**$0.00**	$167.76	**$0.00**	$55.66	**$78.67**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$1,400.00	**$1,400.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,506.87**	$84,428.17	**$7,506.87**	$84,428.17	**$0.00**
FICA Tax Collected	$0.00	**$8,231.79**	$92,237.74	**$8,231.79**	$92,237.74	**$0.00**
State Tax Collected	$0.00	**$3,712.70**	$41,419.85	**$3,712.70**	$41,419.85	**$0.00**
County Tax Collected	$0.00	**$2,842.65**	$31,831.91	**$2,842.65**	$31,831.91	**$0.00**
INPRS	$0.00	**$3,412.25**	$37,919.31	**$3,412.25**	$37,919.31	**$0.00**
Deferred Comp Plan	$0.00	**$2,890.00**	$31,690.00	**$2,890.00**	$31,690.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,728.03**	$41,109.08	**$3,728.00**	$41,109.04	**($0.04)**
Life Insurance	$0.00	**$397.22**	$4,393.25	**$397.20**	$4,393.39	**$0.14**
Garnishments	$0.00	**$0.00**	$22.92	**$0.00**	$22.92	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,339,321.41**	**$212,379.79**	**$2,441,199.32**	**$376,659.81**	**$2,298,499.51**	**$3,196,621.60**

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Bank Balances

Jasper County Public Library

Report as of: **11/30/20**

	Bank	
1	Alliance Bank	$1,088,976.45
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,375.15
	Total all banks =	**$3,196,621.60**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20
								$443.75	Jul-20
								$356.65	Aug-20
								$245.28	Sep-20
								$197.80	Oct-20
								$161.80	Nov-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $10,922.78

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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **11/01/20** ***To*** **11/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$72,833.80	$6,726.20	8.5
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$96,783.04	$1,080,075.09	$108,376.91	9.1
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,074.28	$84,327.85	$12,324.15	12.8
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	$0.00	$104,397.00	$8,231.79	$92,237.74	$12,159.26	11.6
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$0.00	$2,504.00	$0.00	$2,448.33	$55.67	2.2
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$0.00	$121,729.00	$10,019.01	$111,764.49	$9,964.51	8.2
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	$0.00	$161,376.00	$11,339.62	$124,301.21	$37,074.79	23.0
Subtotal	*$1,754,670.00*		$1,754,670.00	$140,077.74	$1,567,988.51	$186,681.49	10.6
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$230.86	$269.14	53.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$438.47	$4,155.52	$3,844.48	48.1
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$355.71	$4,796.97	$1,703.03	26.2
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$14.78	$3,531.49	$2,468.51	41.1
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$112.81	$1,887.19	94.4
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$178.98	$821.02	82.1
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$300.89	$5,127.65	$11,072.35	68.3
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$1,109.85	$18,192.44	$23,507.56	56.4
3. Other Services and Charge							

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$240.00	$5,470.00	($470.00)	-9.4
3.14	OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$734.00	$3,049.60	$3,650.40	54.5
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	($89.19)	$16,622.42	$2,377.58	12.5
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$15,000.00	$16,500.00	52.4
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$10,500.00	$0.00	$10,500.00	$1,074.91	$12,256.98	($1,756.98)	-16.7
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$412.33	$1,587.67	79.4
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$754.26	$8,141.45	$11,858.55	59.3
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$2,077.43	$8,922.57	81.1
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$66.17	$735.14	$1,064.86	59.2
3.26	NETWORKING	$85,320.00	$0.00	$85,320.00	$1,169.64	$12,344.73	$72,975.27	85.5
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$294.84	$505.16	63.1
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,000.00	$0.00	$27,000.00	$0.00	$17,635.00	$9,365.00	34.7
3.51	GAS	$25,000.00	$0.00	$25,000.00	$858.64	$11,269.20	$13,730.80	54.9
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,104.89	$79,616.99	$30,383.01	27.6
3.53	WATER	$4,000.00	$0.00	$4,000.00	$196.20	$2,482.81	$1,517.19	37.9
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$558.10	$5,855.10	$2,144.90	26.8
3.61	BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$3,811.45	$58,142.58	$58,386.42	50.1
3.62	EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$844.00	$156.00	15.6
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.71	$288.81	$11.19	3.7
3.91	DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,985.53	$614.47	23.6
3.93	TAXES & ASSESSMENTS	$400.00	$0.00	$400.00	$0.00	$2,098.00	($1,698.00)	-424.5
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$3,553.36	$86,932.36	$15,271.64	14.9
Subtotal	*$595,073.00*		$595,073.00	$20,045.14	$343,864.29	$251,208.71	42.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	$100.00	$2,150.87	$39,449.13	94.8
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$5,633.24	$58,917.86	$91,082.14	60.7
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$0.00	$16,600.00	$4,014.27	$16,387.52	$212.48	1.3
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$2,219.31	$23,679.73	$40,220.27	62.9
Subtotal	*$272,100.00*		$272,100.00	$11,966.82	$101,135.98	$170,964.02	62.8
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$173,199.55	$2,031,181.22	$632,361.78	23.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **11/01/20** *To* **11/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$2,080.00	$13,615.00	$16,385.00	54.6
3.61 BUILDING & STRUCTURES	$500,000.00	$0.00	$500,000.00	$0.00	$0.00	$500,000.00	100.0
Subtotal	*$540,000.00*		$540,000.00	$2,080.00	$13,615.00	$526,385.00	97.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$593.73	$186,278.27	99.7
Subtotal	*$186,872.00*		$186,872.00	$0.00	$593.73	$186,278.27	99.7
Grand Total	$726,872.00	$0.00	$726,872.00	$2,080.00	$14,208.73	$712,663.27	98.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **11/01/20** *To* **11/30/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$3,564.00	$18,500.71	($18,500.71)	#Div/0!
Subtotal	*$0.00*		$0.00	$3,564.00	$18,500.71	($18,500.71)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$3,564.00	$18,500.71	($18,500.71)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **11/01/20** *To* **11/30/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37807	642	AARON'S LAWN CARE	11/09/20	Wh: Mowing, edging, & fall cleanup; DeM & Rens: Mowing & edging	$1,045.00
37808	643	ACE HARDWARE	11/09/20	Spray paint	$6.00
37809	644	ANTHEM BLUE CROSS BLUE	11/09/20	Health insurance premiums- November 2020	$13,629.58
37810	645	ANTHEM LIFE	11/09/20	Life insurance premiums- November 2020	$109.39
37811	646	BAKER & TAYLOR	11/09/20	Books, Continuations, AV, Auto. Yours	$6,685.45
37812	647	BAKER & TAYLOR ENTERTAIN	11/09/20	AV	$895.11
37813	648	BLUETARP FINANCIAL, INC	11/09/20	Grout cleaner & sealer	$14.78
37814	649	BREAKOUT, INC.	11/09/20	Full platform access renewal	$50.00
37815	650	CARDINAL COPIER SOLUTION	11/09/20	Quarterly maintenance agreement on DeMotte staff copier 7/11-10/10/20	$859.09
37816	651	COMMONWEALTH TECHNOLO	11/09/20	Quarterly maintenance agreements on Rens. & Wh staff copiers	$594.07
37817	652	COUNTRYSIDE LANDSCAPIN	11/09/20	Wh: Irrigation system winterization	$150.00
37818	653	CULLIGAN WATER CONDITIO	11/09/20	Wh: Water Cooler Rental- November 2020	$12.71
37819	654	DELTA DENTAL	11/09/20	Dental insurance premiums- November 2020	$540.26
37820	655	ENA SERVICES LLC	11/09/20	Internet Service- September & October 2020	$3,564.00
37821	656	FINDAWAY WORLD, LLC	11/09/20	Playaways, Wonderbooks, battery covers	$357.52
37822	657	INDIANA WASTE SERVICE	11/09/20	DeM & Wh: Trash pick-up November 2020	$147.00
37823	658	KENT ADHESIVE PRODUCTS	11/09/20	Magazine reinforcements, clear polyester corners, clear polyester wings	$107.39
37824	659	KARI LENTINO	11/09/20	Mileage 12/23/19-10/21/20	$41.26
37825	660	KAUFMAN SEAL COATING LLC	11/09/20	DeM: Seal coat & stripe parking lot	$1,450.00
37826	661	KROGER GARDIS & REGAS, L	11/09/20	Legal Assistance- COVID-19 Matters	$240.00
37827	662	MIDWEST TAPE	11/09/20	AV	$108.43
37828	663	MOHLER ARCHITECTS, P.C.	11/09/20	DeM: Parking lot project; Rens: Roof	$2,814.00
37829	664	NIPSCO	11/09/20	DeM & Wh: Gas & electric service 9/30-10/29/20	$4,668.40
37830	665	NITCO	11/09/20	DeM: Local phone service- November 2020	$137.77
37831	666	POST TRIBUNE	11/09/20	DeM & Rens: Newspaper subscriptions Acct# 44365252, 6 months	$390.00
37832	667	RELIABLE EXTERMINATORS, I	11/09/20	DeM: Exterior & interior treatment	$300.00
37833	668	ROEING CORPORATION	11/09/20	Veeam annual basic maintenance renewal plus two additional years, ergonomic keyboard & mouse	$2,080.99
37834	669	TRUGREEN PROCESSING CE	11/09/20	Rens: Tree & shrub treatment	$93.45
37835	670	TRUSTED MEDIA BRANDS, IN	11/09/20	Book	$25.98
37836	671	VSP INSURANCE CO. (CT)	11/09/20	Vision insurance premiums- November 2020	$202.81
37837	672	WAL-MART COMMUNITY/SYN	11/09/20	Library & janitorial supplies	$62.80
0	673	PAYROLL	11/10/20	PAYROLL	$57,361.29
37838	674	CENTURYLINK	11/09/20	Rens: Fax line- November 2020	$56.77
37839	675	DEMCO	11/09/20	Library supplies	$306.85
37840	676	HAMSTRA BUILDERS, INC.	11/09/20	DeM: Install door seals & door sweeps	$773.00
37841	677	ICC BUSINESS PRODUCTS	11/09/20	Janitorial & office supplies	$172.30
37842	678	MAGAZINE SUBSCRIPTION SE	11/09/20	January - May magazine renewals	$3,624.27
37843	679	NIMBO IP LLC	11/09/20	Monthly Managed Service- October 2020	$815.00
37844	680	OFFICE DEPOT	11/09/20	Office, library, & janitorial supplies	$375.61
37845	681	QUILL LLC	11/09/20	Calendars, disinfectant	$250.08
37846	682	SOUNDS COOL LIVE AUDIO LL	11/09/20	DeM: Outdoor movie presenter	$400.00
0	683	ALLIANCE BANK	11/10/20	Direct Deposit Fees - October 2020	$36.60
0	684	CHRISTINA SANDERS	11/10/20	Courier Mileage: 10/16 - 10/31/2020 (Conf # 978)	$356.50
0	685	GREAT-WEST RETIREMENT	11/10/20	Annuity withheld 11/10/20 payroll (Conf #979)	$1,445.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	686	INPRS fbo PERF	11/10/20	INPRS Contributions 11/10/20 Payroll	$6,954.36
0	687	IRS USA TAXPAYMENT	11/10/20	Federal Withholding, Medicare & FICA withheld 11/10/20 Payroll & Ins. (Acknowledgement # 10524961)	$12,498.97
0	688	TOWN OF DEMOTTE	11/10/20	Dem: Sewer & Water : October 2020 (Conf #977)	$132.85
0	689	TOWN OF WHEATFIELD	11/10/20	WH: Sewer Service November 2020 (Conf #976)	$77.35
0	690	PAYROLL	11/25/20	PAYROLL	$53,126.03
0	691	AFLAC	11/25/20	Supplement Insurance November 2020 (Conf #980)	$982.83
0	692	CENTURYLINK	11/25/20	Wh: Fax line November 2020 (Conf #981)	$65.37
0	693	CHRISTINA SANDERS	11/25/20	Courier Mileage: 11/1 - 11/15/2020 (Conf # 983)	$356.50
0	694	CITY OF RENSSELAER	11/25/20	Rens: Utilities: 10/7 - 11/06/20 (Conf #982)	$3,692.23
0	695	GREAT-WEST RETIREMENT	11/25/20	Annuity withheld 11/25/20 payroll (Conf #985)	$1,445.00
0	696	INDIANA DEPARTMENT OF RE	11/25/20	State & County Taxes withheldNovember 2020 Payrolls	$6,555.35
0	697	INPRS fbo PERF	11/25/20	INPRS Contributions 11/25/20 Payroll	$6,476.90
0	698	IRS USA TAXPAYMENT	11/25/20	Federal Withholding, Medicare & FICA withheld 11/25/20 Payroll & Ins. (Acknowledgement # 92751694)	$11,471.48
0	699	SPRINT	11/25/20	Hotspot Data Service 10/12 - 11/11/20 (Conf #984)	$1,169.64
0	700	ALLIANCE BANK	11/30/20	Positive Pay Fee- November 2020	$15.00
0	701	SQUARE, INC	11/30/20	Merchant Processing Fees- November 2020	$3.42
0	709	BUSINESS CARD	11/30/20	Tech Soup refund, teen program prize, Zoom monthly subscription, Flickr annual renewal	$0.00

Total Amount of Claims **$212,379.79**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 10, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$212,379.79**

Date this 14th **day of** December **,20**20**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F-5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$489.72	$8,219.49
DeMotte	$254.00	$2,811.12		
Rensselaer	$133.78	$3,848.94		
Wheatfield	$101.94	$1,559.43		
PHOTOCOPIES:			$428.55	$4,831.10
DeMotte	$167.00	$1,683.50		
Rensselaer	$165.65	$2,108.35		
Wheatfield	$95.90	$1,039.25		
INTEREST (Checking, Repurchase, CDs):			$53.41	$536.33
TAXES:			$342,358.91	$1,867,366.56
Property Tax	$270,339.66	$1,003,281.77		
LOIT	$17,903.58	$196,939.38		
License Excise Tax	$0.00	$61,210.03		
Financial Institution Tax	$0.00	$2,403.01		
CVET(Commercial Vehicle Excise)	$0.00	$8,260.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$595,272.37		
TAXABLE SALES:-			$0.00	$40.76
REFUNDS:			$0.00	$4,035.07
Rebates/Refund	$0.00	$1,634.51		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$1,750.56		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$343,330.59**	**$1,885,029.31**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$411.84	$14,283.80
DeMotte	$50.00	$3,243.43		
Rensselaer	$361.84	$8,974.81		
Wheatfield	$0.00	$2,065.56		
LIB. IMPROV. RESERVE FUND:			$19.72	$212.99
Interest Earned	$19.72	$212.99		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$176.20	$11,081.42
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$176.20	$11,081.42		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$55.66
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$1,400.00
SUB-TOTAL (page 1)			**$343,938.35**	**$1,933,447.18**

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WITHHOLDING ACCOUNT FUNDS:			$32,721.46	$365,052.33
FIT Tax Collected	$7,506.87	$84,428.17		
FICA Collected	$8,231.79	$92,237.74		
State Tax Collected	$3,712.70	$41,419.85		
County Tax Collected	$2,842.65	$31,831.91		
INPRS	$3,412.25	$37,919.31		
Deferred Comp Plan	$2,890.00	$31,690.00		
Pre-tax Insurance Plan	$3,728.00	$41,109.04		
Life Insurance	$397.20	$4,393.39		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$376,659.81**	**$2,298,499.51**

F6a

Voucher List

Jasper County Public Library

Report Date: From 12/01/20 **To** 12/14/20

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	702	PAYROLL	12/10/20	PAYROLL	$56,384.58
0	703	CHRISTINA SANDERS	12/10/20	Courier Mileage: 11/16 - 11/30/2020 (Conf # 986)	$285.20
0	704	GREAT-WEST RETIREMENT	12/10/20	Annuity withheld 12/10/20 payroll (Conf #989)	$1,445.00
0	705	INPRS fbo PERF	12/10/20	INPRS Contributions 12/10/20 Payroll	$6,858.16
0	706	IRS USA TAXPAYMENT	12/10/20	Federal Withholding, Medicare & FICA withheld 12/10/20 Payroll & Ins. (Acknowledgement # 71228165)	$12,273.46
0	707	TOWN OF DEMOTTE	12/10/20	Dem: Sewer & Water : November 2020 (Conf #988)	$126.57
0	708	TOWN OF WHEATFIELD	12/10/20	WH: Sewer Service December 2020 (Conf #987)	$77.35
37847	710	AARON'S LAWN CARE	12/14/20	DeM & Rens: Fall clean-up	$300.00
37848	711	ACE HARDWARE	12/14/20	Concrete patch, putty knife, GFCI outlet	$34.97
37849	712	ADVANCED IMAGING SOLUTI	12/14/20	Quarterly maintenance agreement on patron copiers	$521.53
37850	713	ANTHEM BLUE CROSS BLUE	12/14/20	Health insurance premiums- December 2020	$13,629.58
37851	714	ANTHEM LIFE	12/14/20	Life insurance premiums- December 2020	$109.39
37852	715	BLUETARP FINANCIAL, INC	12/14/20	COVID-19 expenses: plexiglas	$151.96
0	716	BUSINESS CARD	12/14/20	Tech Soup refund, calendars, ornament craft kits, Flickr sales tax refund, mounting plates, Zoom monthly subscription	$0.00
37853	717	CENTURYLINK	12/14/20	Rens: Fax line- December 2020	$56.71
37854	718	CULBRETH'S LAWN & TREE L	12/14/20	Rens: Removed broken pear tree, grind stump, dug out & filled with black dirt	$800.00
37855	719	DEBORAH KRISTOFF	12/14/20	Mileage 6/16-11/25/20	$29.90
37856	720	DELTA DENTAL	12/14/20	Dental insurance premiums- December 2020	$540.26
37857	721	DONNA BARKO	12/14/20	Mileage 9/14-11/25/20	$56.81
37858	722	ENA SERVICES LLC	12/14/20	Internet Service- November 2020	$1,782.00
37859	723	ENGAGED PATRONS.ORG	12/14/20	Events hosting service 1/1/2021-12/31/2021	$229.00
37860	724	CULLIGAN WATER CONDITIO	12/14/20	Wh: Water Cooler Rental- December 2020; 5-gallon drinking water- 6	$65.71
37861	725	HAMSTRA BUILDERS, INC.	12/14/20	DeM: Black dirt & grass seed put in along sidewalk	$550.00
37862	726	HEATHER ROSE LINDBERG	12/14/20	Reimbursement for books previously paid for.	$68.97
37863	727	INDIANA NEWSPAPERS, INC	12/14/20	Rens: Indy Star newspaper subscription Acct# IS0140456	$844.14
37864	728	INDIANA WASTE SERVICE	12/14/20	DeM & Wh: Trash pick-up December 2020	$147.00
37865	729	KROGER GARDIS & REGAS, L	12/14/20	Legal Assistance- COVID-19 & FFCRA Matters	$810.00
37866	730	MIDDLEBURY COMMUNITY PU	12/14/20	Damaged case on SRCS item# 254734	$1.75
37867	731	NIMBO IP LLC	12/14/20	Monthly Managed Service- November 2020	$815.00
37868	732	NIPSCO	12/14/20	DeM & Wh: Gas & electric service 10/29-11/30/20	$5,007.51
37869	733	NITCO	12/14/20	DeM: Local phone service- December 2020	$137.77
37870	734	OFFICE DEPOT	12/14/20	Library, janitorial, & office supplies	$684.41
37871	735	OSBY WATER CONDITIONING	12/14/20	Wh: Water softener filters	$105.00
37872	736	QUILL LLC	12/14/20	Library, janitorial, & office supplies	$349.41
37873	737	SMITH FARM STORE	12/14/20	COVID-19 expenses: angle to frame plexiglas	$37.97
37874	738	STEVE'S SPECIALIZED SERVI	12/14/20	Laundry	$50.00
37875	739	VSP INSURANCE CO. (CT)	12/14/20	Vision insurance premiums- December 2020	$202.81
37876	740	WAL-MART COMMUNITY/SYN	12/14/20	Smr Rdg prizes	$2.00
37877	741	BAKER & TAYLOR	12/14/20	Books, Continuations, AV, Auto. Yours	$5,751.10
37878	742	BAKER & TAYLOR ENTERTAIN	12/14/20	AV	$1,202.01
37879	743	BOOKPAGE	12/14/20	BookPage subscription Acct# R0108- 12 monthly issues (replacement for check#37763 written 10/12/20 lost in the mail)	$588.00
37880	744	CI INSURANCE	12/14/20	D & O Professional Liability 2021 renewal; Semi-annual premium for building insurance	$13,141.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37881	745	FINDAWAY WORLD, LLC	12/14/20	Wonderbooks, Launchpads	$369.96
37882	746	GRAINGER	12/14/20	Disinfectant, light bulbs	$628.74
37883	747	ICC BUSINESS PRODUCTS	12/14/20	Chairmat, isopropyl alcohol	$67.07
37884	748	KANKAKEE VALLEY POST NE	12/14/20	DeM: Newspaper subscription Acct# 0045635	$74.99
37885	749	MIDWEST TAPE	12/14/20	AV	$845.91
37886	750	UNIQUE MANAGEMENT SERVI	12/14/20	Collections: Initial/Secondary Placements- October & November 2020	$80.55

Total Amount of Claims **$128,321.21**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 14, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$128,321.21**

Date this 14th **day of** December **,20** 20 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

YR. END

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Tuesday, December 29, 2020; 8:30am
Rensselaer Library Meeting Room

	Purpose
Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Public Forum	
Adjournment	

F7a

Voucher List

Jasper County Public Library

Report Date: From **12/15/20** ***To*** **12/29/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	751	JASPER COUNTY PUBLIC LIB	12/16/20	Correcting A/P Voucher #'s 318, 324, 382, & 400: COVID-19 expenses paid and then reimbursed with the CARES Act mini-grant	$0.00
37626	752	BETTER CONTAINERS MFG. C	12/23/20	Void voucher# 387, check# 37626. Check lost in mail. Replacement check issued voucher# 553.	($272.60)
37763	753	BOOKPAGE	12/23/20	Void voucher# 585, check# 37763. Check lost in mail. Replacement check issued voucher# 743.	($588.00)
37887	754	A. E. BOYCE COMPANY, INC.	12/29/20	W2 & 1099 forms	$105.00
37888	755	BAKER & TAYLOR	12/29/20	Books, Continuations, AV, Auto. Yours	$4,350.01
37889	756	BAKER & TAYLOR ENTERTAIN	12/29/20	AV	$1,003.18
37890	757	DEBORAH KRISTOFF	12/29/20	Mileage 12/14-12/15/20	$8.05
37891	758	DEMCO	12/29/20	Library supplies	$425.44
37892	759	DONNA BARKO	12/29/20	Mileage 12/8-12/21/20	$110.06
37893	760	EVELYN S. PARRISH	12/29/20	Mileage 8/18-12/16/20	$67.85
37894	761	FINDAWAY WORLD, LLC	12/29/20	Launchpads, Wonderbooks	$381.91
37895	762	GOVCONNECTION, INC.	12/29/20	Windows Pro 10 upgrade licenses	$2,011.44
37896	763	KROGER GARDIS & REGAS, L	12/29/20	Legal Assistance- COVID-19, FFCRA, & FMLA Matters	$1,200.00
37897	764	MIDWEST TAPE	12/29/20	AV	$645.42
37898	765	PATTY STRINGFELLOW	12/29/20	Mileage 9/14/20	$25.30
37899	766	POSTMASTER	12/29/20	Stamps	$656.80
37900	767	RACHAEL CAVINDER	12/29/20	Mileage 10/21-12/15/20	$11.50
37901	768	RAYANN GILMORE	12/29/20	Mileage 9/21-10/21/20	$39.22
37902	769	RAYANN GILMORE	12/29/20	Rensselaer Petty Cash: postage	$43.41
37903	770	RENSSELAER ROTARY CLUB	12/29/20	4th quarter dues	$56.00
37904	771	SHANNON HELDAK	12/29/20	Mileage 9/21-10/21/20	$6.90
37905	772	ULINE	12/29/20	DVD cases, CD cases, filament tape	$329.06
37906	773	WAL-MART COMMUNITY/SYN	12/29/20	Janitorial supplies	$67.21
0	774	PAYROLL	12/23/20	PAYROLL	$59,738.58
0	775	AFLAC	12/23/20	Supplement Insurance December 2020 (Conf #990)	$982.83
0	776	ALLIANCE BANK	12/23/20	Direct Deposit Fees - November 2020	$36.60
0	777	CENTURYLINK	12/23/20	Wh: Fax line December 2020 (Conf #993)	$65.30
0	778	CHRISTINA SANDERS	12/23/20	Courier Mileage: 12/1 - 12/15/2020 (Conf # 992)	$320.85
0	779	CITY OF RENSSELAER	12/23/20	Rens: Utilities: 11/06 - 12/08/20 (Conf #991)	$3,684.64
0	780	GREAT-WEST RETIREMENT	12/23/20	Annuity withheld 12/23/20 payroll (Conf #995)	$1,445.00
0	781	INDIANA DEPARTMENT OF RE	12/23/20	State & County Taxes withheld December 2020 Payrolls	$6,886.13
0	782	INPRS fbo PERF	12/23/20	INPRS Contributions 12/23/20 Payroll	$7,528.19
0	783	IRS USA TAXPAYMENT	12/23/20	Federal Withholding, Medicare & FICA withheld 12/23/20 Payroll & Ins. (Acknowledgement # 03194738)	$13,192.05
0	784	SPRINT	12/23/20	Hotspot Data Service 11/12 - 12/11/20 (Conf #994)	$1,169.64

F7b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$105,732.97**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 28, 2020

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $105,732.97

Date this 29th **day of** December **,20**20 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

December 29, 2020

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
1.23 Employer's Contribution- PERF	$ 578.61	1.24 Employer's Contribution- INS.	$ 578.61
3.13 Legal Services	$ 2,480.00	3.26 Networking	$ 10,787.28
3.21 Telephone	$ 2,831.76		
3.42 Other Insurance	$ 3,776.00		
3.72 Equipment Rentals	$ 1.52		
3.93 Taxes & Assessments	$ 1,698.00		
4.52 Periodicals & Newspapers	$ 706.65	4.51 Books	$ 706.65
TOTAL Added	**$ 12,072.54**	**TOTAL Reduced**	**$ 12,072.54**

AYE	**NAY**
Natalie A Waling	
Julie Davidson	

ATTEST:

Natalie A Waling

Secretary Pro Tem, Jasper Co. Public Library Board

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